

# CHAPTER 1

## Using the Training Management System (TMS)

### A. INSTALLING TMS

Complete installation and set-up instructions for TMS are provided in *Chapter 2* of this *Handbook*.

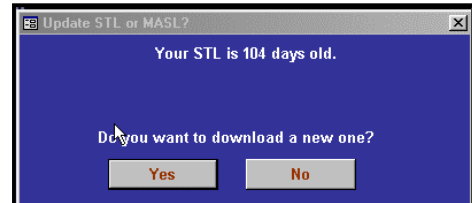
### B. STARTING TMS

Initiate TMS by *clicking* on the **TMS icon**.

Double-click on the **TMS icon**.



If you have not *recently updated* your **STL** or **MASL** databases, you will be reminded to do so when you first start TMS. *Click* on **Yes** if you want to go directly to the SAN to download new data. **Chapter 3** of this **Handbook** tells you how to *download* data from the SAN. Go to the **Update** section of this Chapter (Page 1-4) for instructions on how to do run an update.

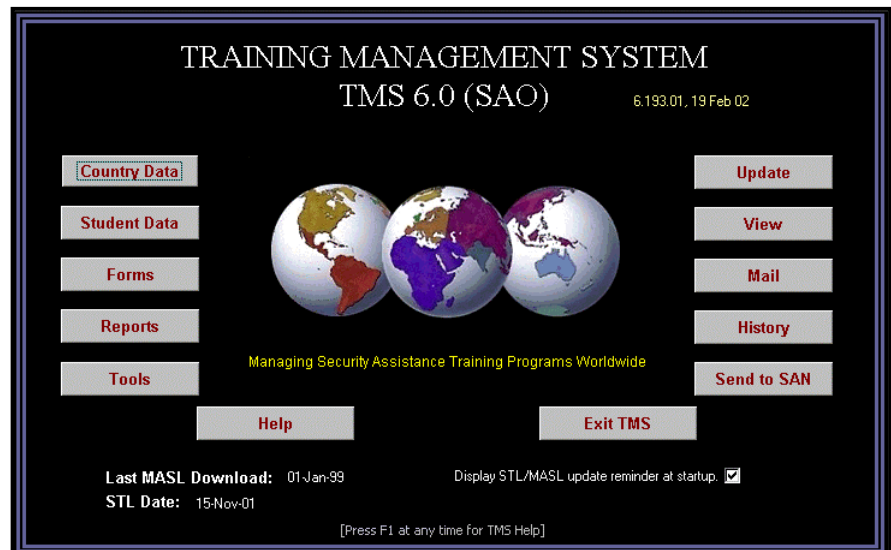


The **TMS** Main Menu will appear. TMS is now running as a *Microsoft Access runtime* application.

**All** of the major TMS functions can be accessed by *clicking* (once) on the applicable **button** in the TMS **Main Menu**.

Exit TMS by *clicking* on the **Exit TMS** button.

**Note:** Do not **double-click** on TMS *buttons*. This may cause TMS to activate the selected function *twice*, resulting in an error message. If an error message occurs, simply close it down, close TMS down, and start TMS again.



Please note that TMS 6.0 provides the **date of the STL data** and the **date of the last MASL download** at the bottom of the TMS Main Menu.

### C. COUNTRY DATA

This function is used to enter data that is specific to an individual country and SAO: such as POC information for the SAO, the allocated level of the IMET or Expanded IMET programs, the U.S. Mildep allocation, FMS Case profiles, etc. Data entries in this function must be kept up to date and should be changed when that data changes.

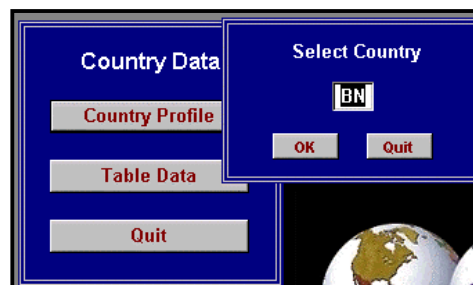
## Country Profile

Click on **Country Data** in the TMS Main Menu.

Click on **Country Profile**.

Type the **Country Code** for your country (example is **BN** for Bandaria).

Click on **OK**.



Type in **SAO information** and Click on applicable **FMS price** category. If travel & living allowance (TLA) is paid by IMET, click on those blocks.

You must *enter* the round-trip **Airfare**, **Travel Days**, and **Excess Baggage Cost** if paid by IMET.

Click on **Country Allocation**, **IA Ceilings**, or **PO Allocations** to enter that data.

**IA**=Implementing Agency (US Mildep)

**PO**=Program Originator (Country Service)

The image shows a complex form titled 'Country Profile Bandaria (BN)'. It contains various fields for organizational and personal information, including 'Name of Organization', 'Mailing Address', 'ITO Authorized Signature', 'Title', 'POC Name', 'POC Commercial Phone Number', 'POC DSN Phone Number', 'POC Fax Number', 'POC E-mail Address', and 'POC Message Address'. There are also checkboxes for 'Program(s) of Responsibility' (All, Army, Air Force, Maritime, Other) and 'FMS Pricing' (Full FMS, FMS NATO, NRC, IMET Incremental). At the bottom, there are sections for 'TLA Paid?' (CONUS Travel, Living Allowance) and 'OCONUS Travel Costs' (Airfare, Travel Days, Excess Baggage Cost). The form is divided into several sections with tabs at the bottom: 'Country Allocation', 'IA Ceilings', 'PO Allocations', 'FMS Case/Line', and 'Save/Quit'.

Accept the other defaults unless timing in giving ECL test, etc., is different. If you typically prepare your ITOs as much as 60 days before a student departs, change the **Move Student Data to History\_\_Days After ITO Date** to 60 days so that the ITO will be saved for 60 days before the data is archived and moved to the History file.

Please note that in TMS 6.0 additional **POC information** for the SAO training office has been added to the **Country Profile** screen. Information blocks that have the **block title underlined** will be uploaded to the SAN.

## Country Allocation

In the **Country Allocation** screen, click on **Add**, **Delete**, or **Edit** to change entries.

The image shows a table titled 'Bandaria' with four columns: 'CC', 'PY', 'Allocation', and 'E-IMET Earmark'. The table contains three rows of data. Below the table are five buttons: 'Add', 'Delete', 'Edit', 'Rollover', and 'Save/Quit'.

CC	PY	Allocation	E-IMET Earmark
BN	01	\$1,800,000	\$3,600,000
BN	02	\$2,000,000	\$400,000
BN	03	\$2,200,000	\$440,000

Type in the data in **pop-up** screen.



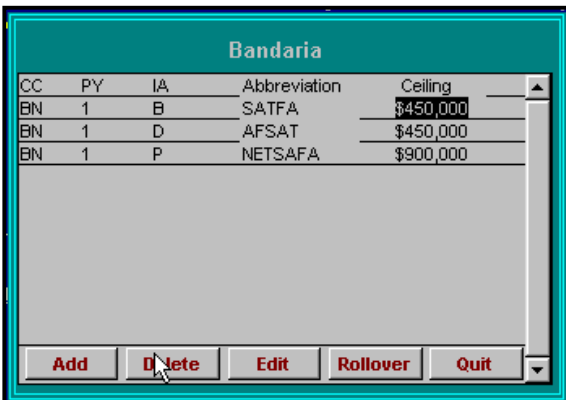
**Country Allocation Detail**

CC	PY	Allocation	E-IMET Earmark
BN	02	\$2,000,000	\$400,000

Buttons: **Undo** **Save/Quit**

### Implementing Agency Ceilings

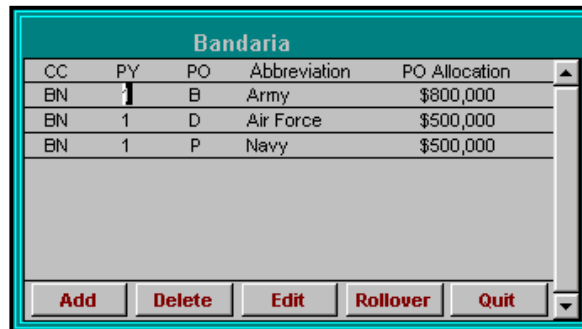
Likewise, *enter* data in the **IA Ceilings** and **PO Allocations** screens.



**Bandaria**

CC	PY	IA	Abbreviation	Ceiling
BN	1	B	SATFA	\$450,000
BN	1	D	AFSAT	\$450,000
BN	1	P	NETSAFA	\$900,000

Buttons: **Add** **Delete** **Edit** **Rollover** **Quit**



**Bandaria**

CC	PY	PO	Abbreviation	PO Allocation
BN	1	B	Army	\$800,000
BN	1	D	Air Force	\$500,000
BN	1	P	Navy	\$500,000

Buttons: **Add** **Delete** **Edit** **Rollover** **Quit**

### FMS Case/Line Data

Profiles can be established to track FMS Case status. TMS will then report programmed FMS training in relation to the overall value on the case.

Click on the **FMS Case/Line** button in the **Country Profile** screen.

Click on **Add** (**Delete** or **Edit**) to add an **FMS Case Profile**.



**Bandaria**

CC	Case ID	IA	Case Name	Case Value
BN	TCF999	D	T-37/38 Peace Trainer	0,000,000

Buttons: **ADD** **DEL** **EDIT** **QUIT**

Enter all *data* appropriate to a specific FMS Case.

And, that case will then appear in the **FMS Case/Line** table.

This data will be used when you select and run an **FMS Case Summary** report.

### Table Data

Click on **Table Data** from the **Country Data** screen.

To view directly any of the preceding data displays, *click* on that table on the **Table Data** screen.

**Note:** If you have imported data for *more* than one country into your TMS, click on **Country Profiles** and use the **Delete** function to completely delete all data for a specific country.

### D. UPDATE

This function provides the means to *update* the STL, MASL, and other data tables. Replacement (newly downloaded) database files must be available in the **C:\TMS\DOWNLOAD** directory for the update to be successful. When you run an **Update**, the data file you are importing completely overwrites the data that was already present in TMS, unless you respond **Yes** to **Post Pending Changes**.

### Updating STL Data

Click on the **Update** function in the TMS **Main Menu**.

Click on the **Import New STL (available weekly)** function from the **Update Data Tables** menu.

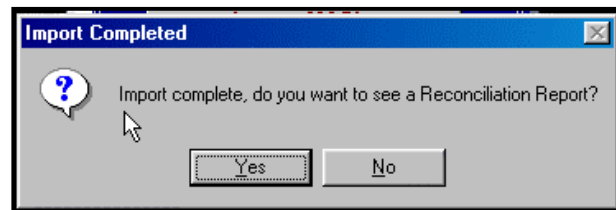
**Note:** If you have access to more than one country, click on the **Country** for which the update is desired.

Click on **Import** to import the new country STL data.

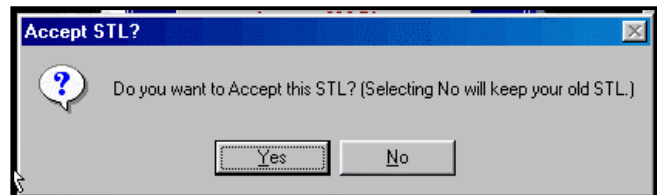
**Note:** The two country database and database text files (i.e., **BN.DBF** and **BN.DBT** files, where BN is the country code for the example country **Bandaria**) must be present in the **C:\TMS\DOWNLOAD** directory for the data import to take place. The C:\TMS\DOWNLOAD directory is the default directory that has been used since 1990 as the *download* directory for your training data. You *do not* have to use this directory. You may establish any directory of your choice and then identify that directory to TMS via the **Tools--Download Path** function. The data normally is downloaded from the **Training, ISTL Data Download** function of the SAN Web. But, the data files could be sent to you as an E-Mail attachment or via a mailed disk. Contact your Unified Command training manager if you are having trouble downloading your training data.

At this point, you will be asked **three questions**.

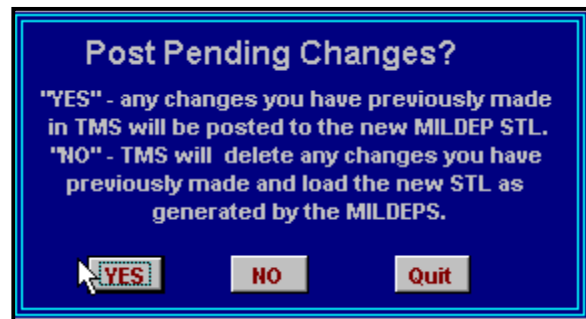
First—**Do you want to see a Reconciliation Report?** Normally, *respond No*, unless you want to see the major changes that have taken place in the STL data file since the previous Download and Update.



Second—**Do you want to Accept this STL?** *Always respond Yes* so that the STL data you have downloaded and imported will be saved.



Third--**Post Pending Changes?** *Selecting Yes* will cause any changes that you have made by *editing* your STL to be appended to the new Military Department STL data that you are importing. Otherwise, the data import will overwrite your STL data.



Click on **OK** for **New STL Accepted**.

### **Updating MASL, Location Table, E-IMET Table, and Other Data Tables**

Click on **Import MASL (available weekly)** to replace the **MASL, E-IMET Courses, Location Table**, and other data tables. Do this *monthly*. Be *sure* that new data files have been downloaded to the C:\TMS\DOWNLOAD directory.

### **Updating OCONUS Air Fares**

Click on **Update OCONUS Airfares** and update that data semi-annually.

## Importing Historical Data

Click on **Import History (available yearly)** to import a complete set of historical data records. This is a new feature in TMS 6.0 that provides an annual update of all data records currently contained in the MILDEP computer systems. In order to run a Historical update, you must **Download** the Historical data file from the SAN. To be implemented soon. See *Chapter 3* of this *Handbook*.

## E. STUDENT DATA

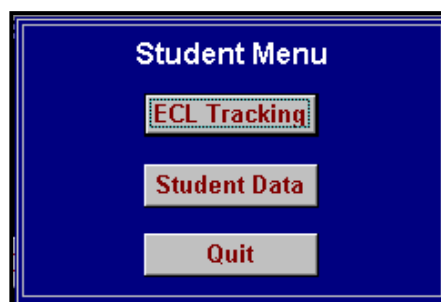
The Student Data function provides a means of capturing the personal information on and keeping track of all students being processed for U.S. training. This function first captures data on the students when they report for English Language (ECL) testing and then completes that data input when the student is officially entered as a candidate for U.S. training.

### ECL Tracking

Click on **Student Data** from the TMS Main Menu.

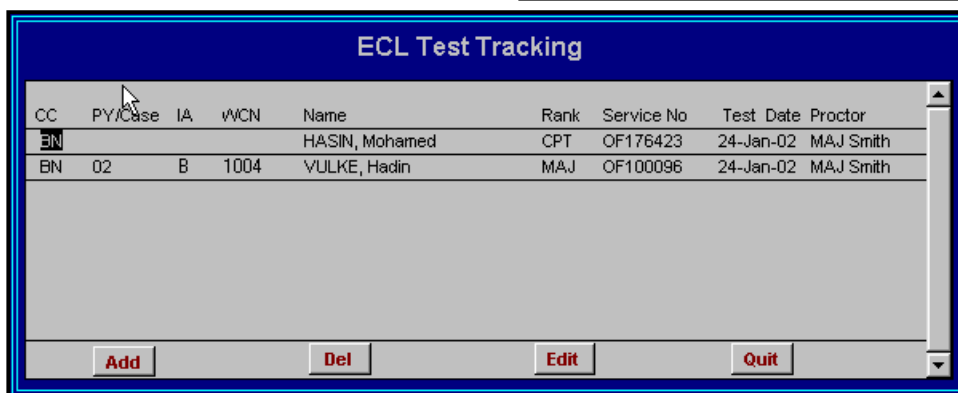
Click on **ECL Tracking** from the **Student Menu**.

The **ECL Test Tracking** screen appears. This screen contains the list of all candidates to whom the SAO has given an ECL test.



Click on **Add** to enter data on a newly tested student. See data entry screen below.

Click on **Del** and **Edit** to delete and edit an entry.

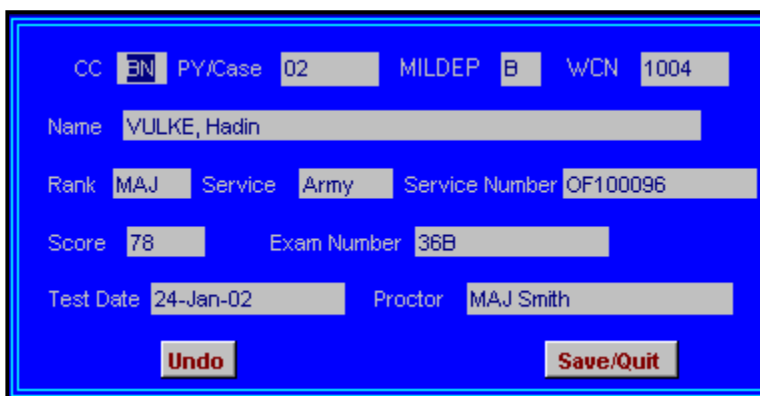


CC	PY/Case	IA	WCN	Name	Rank	Service No	Test Date	Proctor
BN				HASIN, Mohamed	CPT	OF176423	24-Jan-02	MAJ Smith
BN	02	B	1004	VULKE, Hadin	MAJ	OF100096	24-Jan-02	MAJ Smith

Click on **Quit** to save.

The data entry screen (with sample data for **Major Vulke**) follows.

To save, click on **Save/Quit** to **Save/Quit**.



CC	BN	PY/Case	02	MILDEP	B	WCN	1004
Name VULKE, Hadin							
Rank	MAJ	Service	Army	Service Number	OF100096		
Score	78	Exam Number	36B				
Test Date	24-Jan-02		Proctor	MAJ Smith			
Undo				Save/Quit			

## Student Data

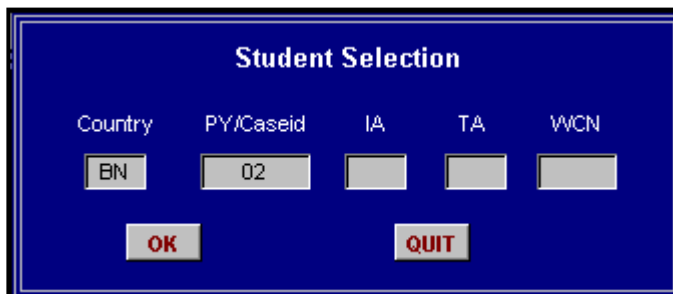
Click on **Student Data** from the TMS Main Menu.

Click on **Student Data** from the **Student Menu**.

Enter **data** that will permit search for the correct training line.

Normally, *entering* just the **Program Year (PY)** or the FMS **CaseID** (Ex. **SMA999**) will get you to the desired training line.

But, you can be even more specific, by entering: the Implementing Agency (IA)-- B, D, P or the Work Sheet Control Number (WCN).



A blue dialog box titled "Student Selection". It contains five input fields: "Country" with "BN", "PY/Caseid" with "02", "IA" (empty), "TA" (empty), and "WCN" (empty). Below these fields are two buttons: "OK" and "QUIT".

Assuming that you have received information on a particular student who is to attend training for a specific WCN training line, double-click on that **WCN** training line.

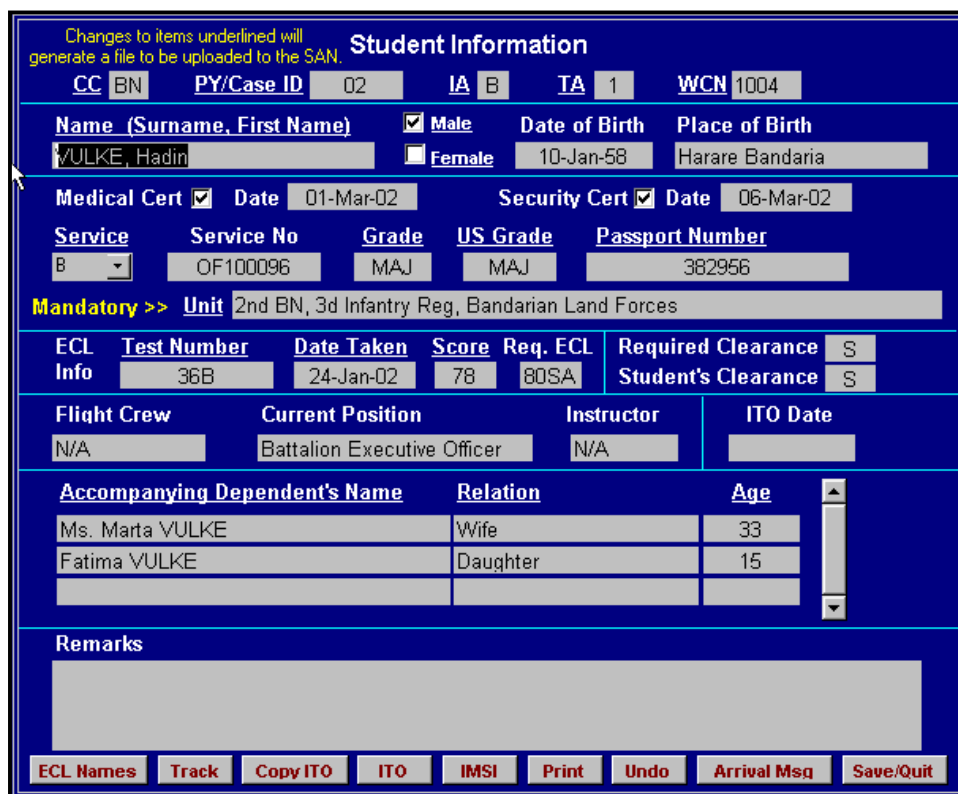
Enter the remaining

### **personal data:**

Date & Place of Birth, US Grade, Passport No., Security Clearance, Flight Crew Member, Current Position, Instructor, ITO Date (if published).

Click on **Save/Quit** to save.

All data fields with an underlined label will be *uploaded* in the **SAN Update** (upload to the SAN) function.



A blue form titled "Student Information". At the top, it says "Changes to items underlined will generate a file to be uploaded to the SAN." Below this are several sections:

- Header:** CC BN, PY/Case ID 02, IA B, TA 1, WCN 1004.
- Name:** (Surname, First Name) VULKE, Hadin. Gender: ☒ Male, ☐ Female. Date of Birth: 10-Jan-58. Place of Birth: Harare Bandaria.
- Medical Cert:** ☒ Date 01-Mar-02. **Security Cert:** ☒ Date 06-Mar-02.
- Service:** Service No OF100096, Grade MAJ, US Grade MAJ, Passport Number 382956.
- Mandatory >> Unit:** 2nd BN, 3d Infantry Reg, Bandarian Land Forces.
- ECL Info:** Test Number 36B, Date Taken 24-Jan-02, Score 78, Req. ECL 80SA. Required Clearance S, Student's Clearance S.
- Flight Crew:** N/A. **Current Position:** Battalion Executive Officer. **Instructor:** N/A. **ITO Date:** (empty).
- Accompanying Dependents:** Table with columns: Name, Relation, Age.

Accompanying Dependents Name	Relation	Age
Ms. Marta VULKE	Wife	33
Fatima VULKE	Daughter	15
- Remarks:** (Large empty text area).
- Footer:** Buttons: ECL Names, Track, Copy ITO, ITO, IMSI, Print, Undo, Arrival Msg, Save/Quit.

## Other Student Data Functions

Click on **ECL Names** to select a student, who has already been given an ECL test, for a specific course.

Click on **Track** to view the entire WCN training sequence.

Click on **ITO** if you wish to go on and do the Invitational Travel Order. Likewise, click on **Copy ITO** if you wish to copy an ITO.

Click on **IMSI** if you wish to do an International Military Student Information form (Biographical data sheet) for the student.

Click on **Print** if you want to print a **Student Record** report.

Click on **Arrival Msg** if you want to prepare an Arrival Message for the student.

## F. VIEW

The TMS View function is *completely different* from the previous version of TMS. There is **far greater** capability in this function. Now, all of the downloaded TMS databases can be *viewed* and *searched*, and the STL, E-Imet, and Location Table data can be *edited*. In the STL View function, a complete IMET program or FMS case can be *rolled over* to create a new, planning program. Existing WCNs can be *copied* and replicated in the program. While viewing specific MASL data, the specific Military Service course *description* and training *location information* can be viewed and printed. **Check it out!**

Click on the **View** function from the **Main Menu**.

Click on the desired **database**.



### Viewing or Editing STL Data

This function provides for the **viewing** and **editing** of the Standardized Training List (STL) database.

Click on **View** from the **Main Menu**. Click on **View/Edit STL** from the **View Menu**.

To view specific *sub-sets* of the STL data, enter: **PY** (96,97, etc.), **Case ID** (TAB, OAX, etc.), **IA** (B-Army, D-Air Force, P-Navy), **TA** (1-IMET, F-FMS), and Click on **OK**.

It is a *good idea* to **limit the data** you are working with. TMS runs a lot of queries when you close out of this function, and it will run *faster* if you limit your data.

Click on **OK** to view the entire STL from the beginning.



STL Form : Form

**Country STL (BN)**

Recalculate

TLA Calculate

IA	Priority A	IA Ceiling	Difference	Priority B	Priority D
B	\$661,516	\$0	(\$661,516)		\$161,897
Total: \$1,813,965		\$2,000,000	\$86,035		\$229,119

CC	WCN	PY	CaselD	IA	TA	MASL	Course Title	LOC	DUR	PR	Otr	Report Date	Start Date	End Date
BN	1004@	02		B	1	B177009	ENGLISH LANGUAGE CRSE	DLI	0004	A	3	08-May-02	13-May-02	07-Jun-02
BN	1004A	02		B	1	B171766	INTERNATIONAL OFFICER PI	BCT	0003	A	3	14-Jun-02	17-Jun-02	12-Jul-02
BN	1004B	02		B	1	B171782	USA C&GSC OFF PREPARA	BCT	0003	A	4	12-Jul-02	15-Jul-02	02-Aug-02
BN	1004C	02		B	1	B171768	COMMAND & GEN STAFF OI	BCT	0041	A	4	02-Aug-02	05-Aug-02	06-Jun-03
BN	1014A	02		B	1	B121165	ADA OFF BASIC	BCR	0010	A	3	03-Jun-02	10-Jun-02	19-Aug-02
BN	1014B	02		B	1	B121171	ADA OFF BSC-FAADS WPN	BCR	0010	A	4	13-Aug-02	20-Aug-02	29-Oct-02
BN	1015A	02		B	1	B121165	ADA OFF BASIC	BCR	0010	A	3	03-Jun-02	10-Jun-02	19-Aug-02

Del Line Find WCN View/Edit WCN Rollover Rollover Delete Quit / No Save Save

Del WCN Next WCN Add WCN Copy WCN Reports Quit / Save

Scroll up or down, **Page Up/Dwn**, etc. to the desired **WCN** (training line).

### Viewing Program Value

An entirely *new* feature of TMS allows you to view at a glance the *current status* or *value* of the program. This appears in the *inset* at the upper right corner above.

Thus, you can see the **total value** of training programmed by each Mildep (**B**, **D**, and **P**). You see the value of IMET **priority A** in relation to the **service ceiling**, the **difference** and the value of any **priority D** training.

If you have made any changes to the program, clicking on the **Recalculate** button will recompute your program value.

### Finding a Training Line

Click on **Find WCN** from **Country STL** screen, and *type* in the desired **WCN**. Click on **OK**.

### Deleting Training

To **delete** a training line, *click* on the line in the **Country STL** screen, and *click* on **Del Line**.

To **delete** a complete **WCN** sequence of training, *click* on the line and *click* on **Del WCN**.


To **deselect** the deletion, just *click* on **Del Line** or **Del WCN** a second time (see the toggle window to left).

**Caution:** Once you *select* **Quit** the deletion will be executed and you *cannot* undo the deletion.

### Copying a Training Line

Click on the training **line** to be copied and then *click* on **Copy WCN** from the **Country STL** screen.

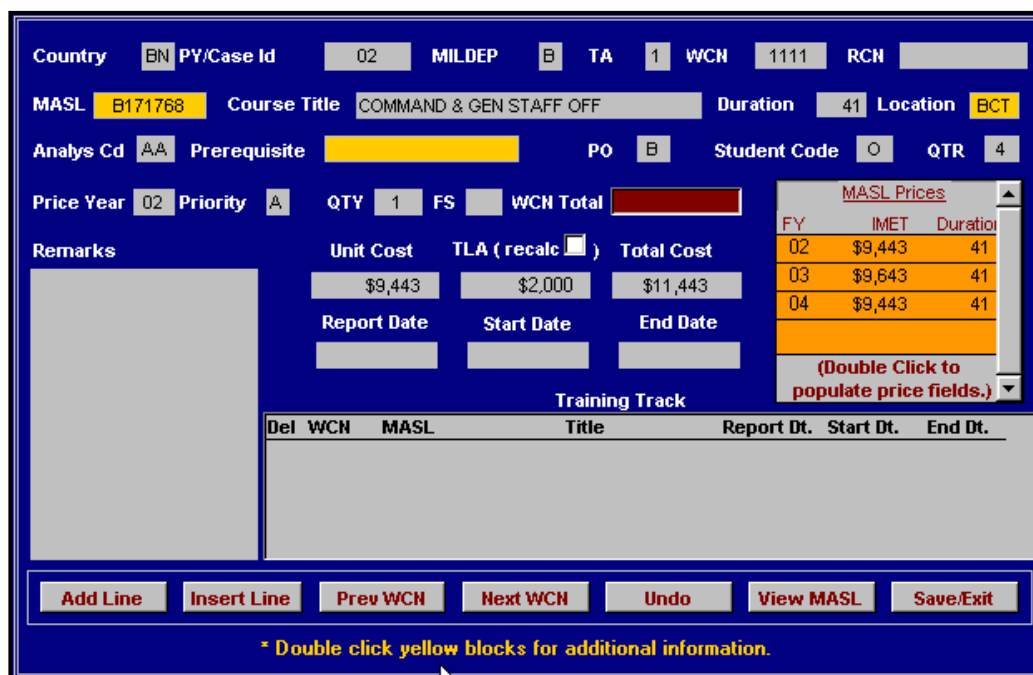
Type in the desired **WCN** number for the **new** training line and click on **OK**. The training line will be copied with the *new* WCN. The training *dates* from the WCN being copied will *not* appear in the new WCN.



A small dialog box titled "New WCN" with a blue background. It contains a text input field with the value "3331". Below the input field are two buttons: "OK" and "Quit".

### Adding a New Training Line

Click on **Add WCN** from the **Country STL** screen to add a *new* WCN training line to the program.



The main screen for adding a new training line. It features a blue background with various input fields and buttons. At the top, there are fields for Country (BN), PY/Case Id (02), MILDEP (B), TA (1), WCN (1111), and RCN. Below these are fields for MASL (B171768), Course Title (COMMAND & GEN STAFF OFF), Duration (41), and Location (BCT). Further down are fields for Analys Cd (AA), Prerequisite, PO (B), Student Code (O), and QTR (4). There are also fields for Price Year (02), Priority (A), QTY (1), FS, and WCN Total. A large Remarks field is on the left. In the center, there are fields for Unit Cost (\$9,443), TLA (recalc), and Total Cost (\$11,443). Below these are fields for Report Date, Start Date, and End Date. On the right, there is a table titled "MASL Prices" with columns for FY, IMET, and Duration. The table contains three rows of data: 02, 03, and 04. Below the table is a note: "(Double Click to populate price fields.)". At the bottom, there is a "Training Track" table with columns for Del, WCN, MASL, Title, Report Dt., Start Dt., and End Dt. Below the table are several buttons: Add Line, Insert Line, Prev WCN, Next WCN, Undo, View MASL, and Save/Exit. At the very bottom, there is a note: "\* Double click yellow blocks for additional information."

Type in the **data**. Typing in the **MASL ID** and clicking on another field will cause all of the MASL data to be entered *automatically* (assuming it is *in* the MASL).

*Double-clicking* on the appropriate **MASL price** will cause the **Unit Cost** to be entered along with the **Total Cost**. If appropriate, the **TLA** will be calculated and entered.

Click on **Add Line** to add another training line to the program or **Save/Exit** to save the change.

### Rolling Over a Country Training Program

The purpose of this function is to provide a means for the training manager to set up a new program for *planning* purposes by copying an existing training program and saving it as a different program. This helps a great deal in the development of *next year's* training program. In the example given, **XX** is used as the new *planning* program year.

Click on **Rollover** from the **Country STL** screen. Enter the **Country Code**, **IMET Program Year** or **FMS Case ID**, and the **Implementing Agency** (managing Mil Svc). Then enter the *new PY* or **Case ID** you wish for the rollover. Click on **OK**.

Click on **Rollover Delete** to delete a rollover.

The **new program** is now available for viewing. Note that all **dates** are *deleted* and **costs** are *inflated* by 10%.

**Rollover Program Selection Criteria**

Country: BN PY/Caseid: 02 IA: [ ]

New PY/Caseid: XX New Price\_Year: [ ]

OK QUIT

### Viewing and Editing a Training Line

To **View** or **Edit** a training line, *double-click* on that line in the **Country STL** screen (above) or highlight and *click* on **View/Edit WCN**.

The entire STL data display for the selected **WCN** training line appears as seen in following screen. Refer to *Appendix A* of this *Handbook* for an explanation of all data fields. All of the WCN suffix lines (the **B**, **C**, lines, etc.) are shown in the inset box in lower right. Any **Remarks** are shown to the lower left. In the upper right inset, the **total value** of the entire WCN sequence is shown. All data fields that appear in **Yellow** will provide **additional data** by *double-clicking* on them.

To **Edit** a training line, *click* on the **field** to be changed and make the change (i.e., **2nd QTR** changed to **5th QTR**).

To **Edit** the **b, c, d** lines, etc., *double-click* on that line at the lower part of the screen. The information for that line will be displayed in the top portion of the screen.

Country: BN PY/Case Id: 02 MILDEP: B TA: 1 WCN: 1004@ RCN: KG50

MASL: B177009 Course Title: ENGLISH LANGUAGE CRSE Duration: 0004 Location: DLI

Analys Cd: EQ Prerequisite: [ ] PO: B Student Code: O QTR: 3

Price Year: 02 Priority: A QTY: 1 FS: [ ] WCN Total: \$11,986

Remarks: [ ] Unit Cost: \$1,337 TLA ( recalc ): [ ] Total Cost: \$1,337

Report Date: 08-May-02 Start Date: 13-May-02 End Date: 07-Jun-02

**Training Track**

Del	WCN	MASL	Title	Report Dt.	Start Dt.	End Dt.
<input type="checkbox"/>	1004@	B177009	ENGLISH LANGUAGE CRSE	08-May-02	13-May-02	07-Jun-02
<input type="checkbox"/>	1004A	B171766	INTERNATIONAL OFFICER PREP	14-Jun-02	17-Jun-02	12-Jul-02
<input type="checkbox"/>	1004B	B171782	USA C&GSC OFF PREPARATOR	12-Jul-02	15-Jul-02	02-Aug-02
<input type="checkbox"/>	1004C	B171768	COMMAND & GEN STAFF OFF	02-Aug-02	05-Aug-02	06-Jun-03

Buttons: Add Line, Insert Line, Prev WCN, Next WCN, Undo, View MASL, Save/Exit

\* Double click yellow blocks for additional information.

To view information from the **MASL** for a particular training line, simply *double-click* in the **MASL ID** block and it will be displayed.

Click on **Save/Exit** when finished with that training line.

When you are finished editing other lines on the **STL**, Click on **Quit**. This will bring up the **Current STL Changes** screen.

Since you have made changes to the **STL**, TMS asks you what you want done with those changes.

Click on **Save** to keep the change you made to your STL data.

Click on **Send/Save** if you wish to send a *change* message to the Mildep to request the change.

Click on **Discard** if you *do not* want the change saved.

Action	Date	CC	IA	PY/Caseid	WCN	RCN	MASL ID	Title			
DEL	[checkbox]	[checkbox]	[checkbox]	[checkbox]	BN	B	02	1019	KC80	B171630	AVIATION CAPTAINS CAREER

Click on **Ok** and **Quit** when finished.

**Note:** TMS will not automatically send an E-mail message for you through the SAN Web E-mail system. You will have to do a **copy** and **paste** to a separate E-mail message being sent to your Mildep training manager. This function will be automated in the future.

### Viewing MASL Data

This function provides access to the **MASL** database, the new **Course Information** database, and **Training Activity Information** which was previously only available in the military service catalogs. The data can be found by **MASL ID**, **Course Title** (or portion of), **military service Course Number**, and by **MASL ID category**. From anywhere in TMS, double-clicking on a **MASL ID** number will display the detail MASL data.

Click on **MASL** from the **View Menu**.

Click on **OK** to go to the beginning of the **MASL** database.

Or, *enter* a **MASL ID** to go to that MASL entry. Enter a **portion** of the MASL ID to get all MASLs containing that portion.

Or, *enter* the **Location Code** to get all MASLs (courses) at that training location.

MASL ID: [ ] Location: [ ]

OK QUIT

Press **Page Up/Down** or **scroll** to the desired MASL.

MASL ID	Course Title	Course Number
B155428	INFORMATION SYSTEMS MGT	7E-53A
B155435	INFO SYS OP LEVELER (ISOL)	7E-F70
B155450	INFO SYSTEMS OPER-ANALYST	531-74B10
B155460	INFO SYS OP ANALYST-BNCOC	531-74B30
B155470	SYSTEMS APPROACH TO TRAIN	UNNUMBERED
B155510	ACCOUNTING SPECIALIST	541-73D10 (F)
B155535	AIS SECURITY STRATEGIES	SSS
B156532	FINANCE/ACCOUNTING BNCOC	542-73C/D30
B156533	MILITARY ACCOUNTING	7D-F32/541-F4
B156535	PLAN, PROG, BUDG & EXEC SYS	7D-45A/541-F13

Find MASL ID Find Title Find Course ID Category View Quit

### Finding or Locating Required Training

Click on **Find MASL ID** and enter the **specific** MASL ID or *portion* thereof. Click on **OK**.

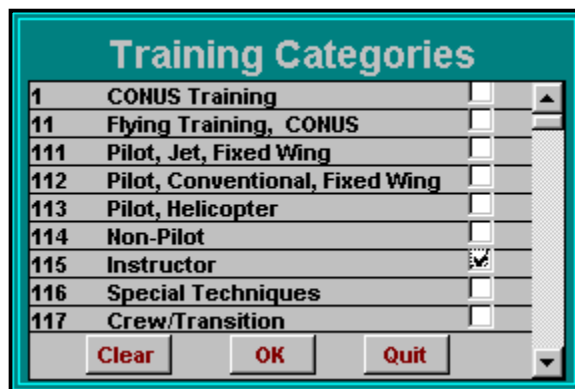
Click on **Find Title** and *type* in a **key word** that you think would be contained in the **Course Title**. Click on **OK**.

Click on **Find Course ID** and *enter* the **military service** course number. Click on **OK**.

Click on **Category** and *select* the desired category within which you think the training fits. This allows you to break the entire MASL down into **logical categories** of training that you can then examine to find specific course offerings.

Click on **OK**.

Once you have located the desired training, *double-click* to view the MASL detail data.



A dialog box titled "Training Categories" with a list of categories and checkboxes. The categories are: 1 CONUS Training, 11 Flying Training, CONUS, 111 Pilot, Jet, Fixed Wing, 112 Pilot, Conventional, Fixed Wing, 113 Pilot, Helicopter, 114 Non-Pilot, 115 Instructor (checked), 116 Special Techniques, and 117 Crew/Transition. At the bottom are buttons for Clear, OK, and Quit.

Category	Selected
1 CONUS Training	<input type="checkbox"/>
11 Flying Training, CONUS	<input type="checkbox"/>
111 Pilot, Jet, Fixed Wing	<input type="checkbox"/>
112 Pilot, Conventional, Fixed Wing	<input type="checkbox"/>
113 Pilot, Helicopter	<input type="checkbox"/>
114 Non-Pilot	<input type="checkbox"/>
115 Instructor	<input checked="" type="checkbox"/>
116 Special Techniques	<input type="checkbox"/>
117 Crew/Transition	<input type="checkbox"/>

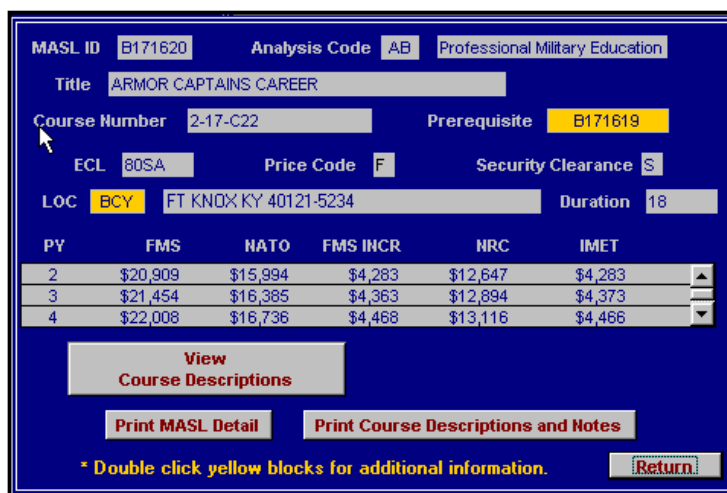
### MASL Data, Course Descriptions, Location/IMSO Information

Click on **Print MASL Detail** to print the detail MASL data. (See Example in App B.)

Click on **Print Course Descriptions and Notes** to print the course description.

*Double click* on the MASL ID in the **Prerequisite** block to view the MASL data on the prerequisite course.

*Double-click* on the **Location Code** in the LOC block to view the military service training activity information.



A screenshot of the MASL Data screen. It displays various fields for MASL ID (B171620), Analysis Code (AB), Title (ARMOR CAPTAINS CAREER), Course Number (2-17-C22), Prerequisite (B171619), ECL (80SA), Price Code (F), Security Clearance (S), LOC (BCY), and Duration (18). Below these is a table with columns PY, FMS, HATO, FMS INCR, NRC, and IMET. At the bottom are buttons for View Course Descriptions, Print MASL Detail, Print Course Descriptions and Notes, and a Return button. A note at the bottom says "\* Double click yellow blocks for additional information."

PY	FMS	HATO	FMS INCR	NRC	IMET
2	\$20,909	\$15,994	\$4,283	\$12,647	\$4,283
3	\$21,454	\$16,385	\$4,363	\$12,894	\$4,373
4	\$22,008	\$16,736	\$4,468	\$13,116	\$4,466

Click on **View Course Description** to view the course description.

Click on **Additional Loc Information** to view the new expanded Location Information now provided in TMS. This information as well as the training location POC information, is now entered by IMSOs directly into the **SAN IMSO Training Web**.

LOCATION / IMSO INFORMATION			
Loc			
IA	Code	School	
B	BCY	US Army Armor School	
BLD 2350 OLD IRONSIDES RD			
FORT KNOX KY 40121			
Message Address			
Office Symbols IMSO ROM			
Prime POC Mrs. Dianne Atcher			
IMSO Chief			
Telephone Numbers (COM/DSN/VOICE)			
(502) 624-827	464-2938/3		
FAX: (502) 624-4069			
EMER NR:			
EMAIL ADRS: Dianne.Atcher@knox.army.mil			
Print		Additional Loc Information	
Quit			

Location Information	
Location Information Details	
US Army Armor School - FORT KNOX, KY	
Admin Information	
General Information	
Student Arrival / Departure	

The United States Armor Center and School is located at Fort Knox, about 30 miles from Louisville, Kentucky in historic Hardin County. Fort Knox - the Home of Mounted Warfare - has served as a US military reservation since 1918. During this time it has played a key role in the development of military tactics, doctrine, and equipment, and has been an integral part of the training establishment for the active Army and Army Reserve. Fort Knox, with its newest buildings rising alongside its historic structures continues to move forward to take its place in the heartland of Kentucky and in the front rank of military posts in the United States. With continuous range upgrade, receipt of new missions such as the U.S. Army Recruiting Command in 1992, and outstanding simulation facilities, Fort Knox will continue to be

Early reporting is a must for all students bring their families due to the amount of time needed to locate suitable housing. Security Assistance Officers (SAO) should ensure that the International Military Student Office is notified at least five days prior to the students arrival, in order to arrange for the student to be properly greeted at the airport. Failure to notify the International Military Student Office will cause delays in getting the student settled comfortably. Ideally, the student should arrive some time Monday thru Friday before 1200 hours EST, to ensure the student is completely in-processed before the weekend (i.e., ID card, cooking utensils, etceteras.) IMS are frequently requested to make presentations about their home country/army. They may wish to bring traditional clothing, artifacts.

Click on the **X** in upper right corner, click on **Close**, and click on **Quit** to return to the **MASL detail information** screen.

Click on **View Course Descriptions** to view the military service course description.

Click on **Print** to print the Course Information.

Click on **Done** to close the Course Information screen.

Click on **Return** to return to the listing of MASLs.

**Note:** Some information may appear to be “cut off” in the MASL Description view. Click in that area and a scroll bar will appear, allowing you to view text that was previously not visible. When printing, all text will print.

### Viewing Expanded IMET Courses

This function provides MASL data for all courses that qualify as **Expanded IMET**.

Click on **E-IMET Courses** from the **View Menu** to view the list of all Expanded IMET courses.

Click on **Add**, **Delete**, or **Edit** to add, delete or edit an E-IMET data entry. (Courses are continuously being added and deleted from the E-IMET data table. While this data table is updated on the SAN, if for any reason an E-IMET course is missing from the E-IMET data table, it can be added.)

Click on **Find** to search for a specific MASL ID.

After finding and highlighting the desired E-IMET course, click on the **MASL** button to view the MASL data for that course.

MASL ID	Course Title	Student Code
B121568	Law of War Workshop	
B121569	JAG Officer Basic	
B151779	Logistics Executive Development Course	C
B151950	Logistics for Senior Leaders	C
B155420	Advanced Management Program (AMP) Coui	
B156533	Military Accounting	C
B156535	Planning, Prog'G & Budgeting Execution Sys	C
B156536	Resource Management Budget	C
B166150	Human Rights Instructor Course	
B169355	Departmental Resource Management Course	
B171425	Command & General Staff Officer Course (V	C
B171560	JAG Officer Graduate	
B171768	Command and General Staff Officer Course	C
B171782	Command and General Staff Officer Prepara	C
B171790	CDL AMP Professional Military Education (PM	

### Viewing and Editing Location Table Data

The Location Table database provides a table of **Location Codes** for all military service schools and training locations.

**Note:** Many TMS users have experienced difficulty in doing **Invitational Travel Orders** because the **Location Code** entered by SATFA, NETSAFA, and AFSAT in the **STL data** is *not* contained in the

**Location Table database.** To do an ITO, TMS *must* be able to find the Location Code in the Location Table database in order to print out the name and address of the training location in the ITO. Consequently, be sure to edit the Location Table and add any location codes that show up in the STL data but are not contained in the Location Table. It is quite simple to do this.

Click on **Location Codes** from the **View Menu**.

Click on **Add**, **Delete**, or **Edit** to add, delete or change a Location Table data entry.

Enter the new **Location Code** data or edit the old data as needed.

LOCATION TABLE					
LOC	IA	SCHOOL	LOCATION	SAN USER ID	DDN ADDRESS
B20	B	BROOKE ARMY MEDICAL CENTER	FT SAM HOUSTON TX 78234-6200		
B21	B	4TH PSYOPS GRP A	FT BRAGG NC 28307-5240		
B22	B	6TH INFANTRY DIV LT	FT RICHARDSON AK 99505		
B23	B	LIMA ARMY TANK PLANT	LIMA OH 45804-1898		
B24	B	US ARMY YUMA PROVING GRD	YUMA AZ 85365-9101		
B25	B	OPERATIONS GROUP	FT IRWIN CA 92302-5031		
B26	B	NEW JERSEY NATIONAL GUARD	TRENTON NJ 08625-0340		
B28	B	DEFENSE DEPOT OGDEN	OGDEN UT 84407		
B29	B	USA HEALTH SERVICES CMD	FT SAM HOUSTON TX 78234-6000		
<input type="button" value="Add"/> <input type="button" value="Del"/> <input type="button" value="Edit"/> <input type="button" value="Find Loc"/> <input type="button" value="Find Location"/> <input type="button" value="Quit"/>					

Click on **Find Loc**, type in the desired **Location Code** (i.e. BCY for the US Army Armor School at Ft Knox KY), and click on **OK**. Or,

Click on **Find Location** and enter a word that you would expect to find in the location field of the location table data (i.e. Knox for Ft Knox KY).

Click on **Quit** to return to the **View Menu**.

### Viewing Oral Proficiency Interview (OPI) Requirements

This function provides the ability to view **Oral Proficiency Interview (OPI)** requirements.

Click on **OPI Requirements** from the **View Menu**.

Click on a listed **course** and then click on **EDIT** to change that entry. Likewise click on **ADD** or **DEL** to add and delete entries.

Click on **MASL** to view the complete MASL data for a given course.

Click on **FIND** and enter the MASL ID to find a course.

Click on **QUIT** until you return to the **TMS Main Menu**.

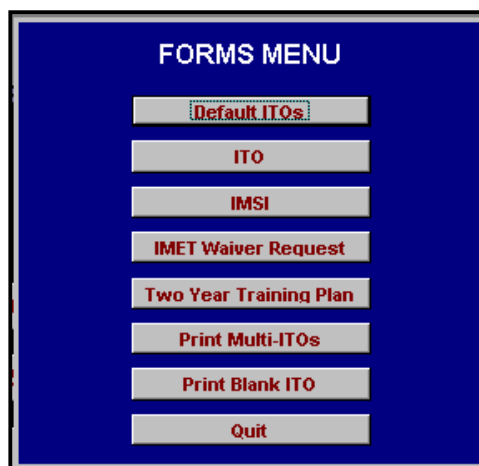
OPI REQUIREMENTS		
MASL ID	Course Title	Score
B113002	ROTARY WING INST (NONUS)	2/2
B113008	IERVV AVIATOR (COMMON CORE)	2/1+
B113009	IERVV OH-58)	2/1+
B113027	OH-58 A/C INSTRUCTOR PILOT	2/2
B113028	OH-58D WARRIOR AVIATOR QUA	2/2
B113031	AH-1F AVIATOR QUAL	2/2
B113037	UH-60 AVIATOR QUAL	2/2
B113043	IERVV AVIATOR UH-1 TRACK	2/1+
B113046	AH-64 INSTRUCTOR PILOT	2/2
B113047	AH-64 AVIATOR QUAL	2/2
<input type="button" value="ADD"/> <input type="button" value="DEL"/> <input type="button" value="EDIT"/> <input type="button" value="FIND"/> <input type="button" value="MASL"/> <input type="button" value="QUIT"/>		



## G. FORMS

This function is used to generate Invitational Travel Orders (ITOs), International Military Student Information (IMSI) forms, IMET Waiver Requests, Two Year Training Plans, and to print multiple or a blank ITO. It allows the user to create a default ITO format with unique information for that SAO on it. Default ITOs can be done for: IMET, FMS funded training, different FMS cases, and for different military services, etc.

Click on **Forms** from the **TMS Main Menu**.

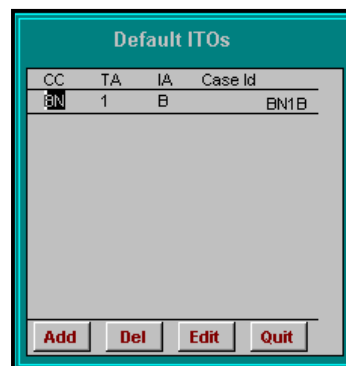


A blue rectangular screen titled "FORMS MENU" in white text. It contains eight horizontal buttons with red text, stacked vertically. The buttons are: "Default ITOs", "ITO", "IMSI", "IMET Waiver Request", "Two Year Training Plan", "Print Multi-ITOs", "Print Blank ITO", and "Quit".

### Default ITOs

Click on **Default ITOs** from the **Forms Menu**.

Click on **Add**, **Del**, and **Edit** as needed to add, delete, and change any ITO Defaults.



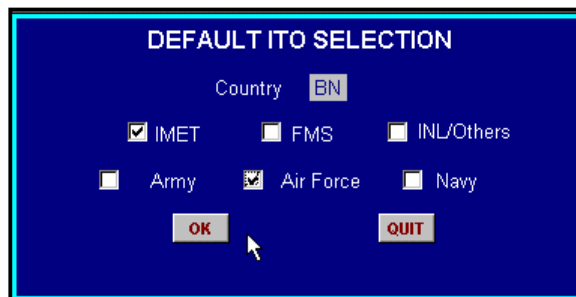
A teal rectangular screen titled "Default ITOs". It features a table with four columns: "CC", "TA", "IA", and "Case Id". The first row contains the values "BN", "1", "B", and "BN1B". Below the table is a large grey rectangular area. At the bottom of the screen are four buttons: "Add", "Del", "Edit", and "Quit".

CC	TA	IA	Case Id
BN	1	B	BN1B

On the **Default ITO Selection** screen *type* the **Country Code**, click on **IMET**, **FMS**, or **INL/Others**.

For **IMET** click on **Army**, **Air Force**, or **Navy**. For **FMS** enter the FMS **Case ID** (if Case ID has six characters, enter all six) or click on **OK** and do a default for all **Army**, **Air Force**, or **Navy** cases.

Click on **OK** to save the default.



A blue rectangular screen titled "DEFAULT ITO SELECTION". It has a "Country" label followed by a text box containing "BN". Below this are three checkboxes: "IMET" (checked), "FMS" (unchecked), and "INL/Others" (unchecked). Under "IMET" are three more checkboxes: "Army" (unchecked), "Air Force" (checked), and "Navy" (unchecked). At the bottom are two buttons: "OK" and "QUIT". A mouse cursor is pointing at the "OK" button.

Enter the ITO "default" data on the **Default ITO** screens as seen below. Press **Page Down** or use the **Scroll Bar**. (A typical ITO default for a *Bandarian IMET ITO* has been established below). Click on **Quit** to save entries.

**Note:** Only the blocks you are able to default are displayed in the ITO default screens.

DEFAULT ITO		Show All Records
9. Fund CITE: (Use only when IMET or other specific authority for funding living allowance and/or travel has been received.)		
10. LANGUAGE PREREQUISITES.		
<input checked="" type="checkbox"/>	a. IMS completed the in-country DLI English Language Proficiency examination.	
<input type="checkbox"/>	b. Waiver of in-country ECL test granted by authority of (Documentation). (IMS will take the CONUS course entry ECL test at the first training installation.)	
<input type="checkbox"/>	c. IMS is exempt from all ECL testing by authority (Documentation).	
11. SECURITY		
<input checked="" type="checkbox"/>	a. U.S. Security/political screening has been accomplished. All Training will be conducted on an unclassified basis.	
<input type="checkbox"/>	b. U.S. Security requirements have been complied with. The home government has granted the IMS a security clearance. This of itself does not permit the disclosure of classified U.S. information. Such disclosure must be specifically authorized by an official delegated authority and U.S. foreign disclosure regulations or directives.	
12. CONDITIONS (X appropriate block(s) for each condition listed)		
a. DEPENDENTS		
<input checked="" type="checkbox"/>	(1) No dependents authorized to accompany or join IMS. Dependents will not be issued ID cards or provided attendant privileges.	
<input type="checkbox"/>	(2) Dependents are authorized by IMS's home country and DOD Security Assistance Organization in-country to accompany IMS or join IMS while in training, but will not be transported nor subsisted at the U.S. Government expense. IMET IMS is not authorized an increase in living allowance due to presence of dependents.	
<input type="checkbox"/>	(3) In accordance with Security Assistance Management Manual (SAMM), Dod 5105-38M, Chapter 10, IMET IMS is authorized the increased "Dependents Authorized" living allowance. Dependents will not be transported nor subsisted at U.S. Government expense.	

b. MEDICAL SERVICES	
(1) IMSs	
<input type="checkbox"/>	a. NATO IMSs under IMET: charges for only inpatient care in the U.S. are chargeable to IMETP.
<input checked="" type="checkbox"/>	b. IMET IMSs: charges for outpatient and inpatient care, immunizations, and medical examinations are chargeable to the IMETP.
c. NATO IMSs under FMS: charges for only inpatient care in the U.S. will be collected from	
<input type="checkbox"/>	i FMS Case
<input type="checkbox"/>	ii IMS
<input type="checkbox"/>	iii Foreign Government
d. FMS IMSs: charges for outpatient and inpatient care, immunizations and medical examinations will be collected from	
<input type="checkbox"/>	i FMS Case
<input type="checkbox"/>	ii IMS
<input type="checkbox"/>	iii Foreign Government
<input type="checkbox"/>	e. INM IMSs: charges for outpatient and inpatient care, immunizations, and medical examinations will be forwarded to appropriate MILDEP for processing with Department of State, INM.
(2) Dependents	
Authorized accompanying dependents of NATO IMSs: charges for only inpatient care in the U.S. will be collected from	
<input type="checkbox"/>	i IMS
<input type="checkbox"/>	ii Foreign Government
Authorized accompanying dependents of IMET and FMS IMSs: Charges for outpatient and inpatient care, immunizations, and medical examinations will be collected from	
<input type="checkbox"/>	i IMS
<input type="checkbox"/>	ii Foreign government
<input checked="" type="checkbox"/> (3) Singular Conditions - see item 15, Special Conditions	
<input checked="" type="checkbox"/> Participation in Physical Training is required	
e. LEAVE	
<input type="checkbox"/>	(1) Upon completion of training, IMS is not authorized leave, and will proceed immediately as directed to home country.

☒ (2) Upon completion of training, IMS is authorized (List number) 15 days leave at no cost to the U.S. Government or IMETP. Upon completion of leave, IMS will proceed immediately to home country or as directed by competent authority.

f. LIVING ALLOWANCE

☐ (1) Living allowance is the responsibility of the foreign government.

☒ (2) Living allowance is authorized during period covered by this order, from day of departure from, to day of return arrival in, home country, excluding periods covered by leave, in accordance with SAMM, Chapter 10, and is chargeable to the Fund Cite in item 9 this order.

☐ (3) Living allowance is authorized from day of departure from to day of return arrival in (list country other than home country) excluding periods covered by leave, in accordance with SAMM, Chapter 10, and is chargeable to Fund Cite in item 9, this order.

☐ (4) Living allowance is authorized from day of departure from the CONUS entry port to day of return arrival at the CONUS departure point, excluding periods covered by leave, in accordance with SAMM Chapter 10, and is chargeable to the Fund Cite indicated in item 9, this order.

☐ (5) Living allowance is authorized while in training status only in accordance with SAMM, Chapter 10, and is chargeable to the Fund Cite indicated in item 9, this order.

☐ (6) See item 15, Special Conditions.

g. TRAVEL

☐ (1) Travel is responsibility of the foreign government.

☒ (2) Travel covered by this order, overseas and CONUS, is chargeable to the Fund Cite indicated in item 9, this order.

Travel to and return from (country other than home country) is the responsibility of the foreign government.

☐ (3) Travel from country other than home country to CONUS and return is chargeable to the Fund Cite indicated in item 9, this order.

☐ (4) Travel to CONUS and return is responsibility of the foreign government. Travel within CONUS is chargeable to Fund Cite indicated in item 9, this order.

**File Edit View Records Window Help**

☐ (3) Travel from country other than home country to CONUS and return is chargeable to the Fund Cite indicated in item 9, this order.

☐ (4) Travel to CONUS and return is responsibility of the foreign government. Travel within CONUS is chargeable to Fund Cite indicated in item 9, this order.

h. TRAVEL BY POV

☒ (1) IMS is authorized to travel by POV.

☐ (2) IMS is not authorized to travel by POV.

a. IMS has been provided one way ticket to first training activity; last training activity must arrange return travel.

b. IMS is free from communicable diseases, HIV, and other medical defects which could require treatment or hospitalization while in training.

c. The acceptance of this order by the host country constitutes agreement that the IMET student will

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2-SATFA

1-IMSO, USAC&GSC

1-Hlth Svcs Cmd

1-Bandarian Embassy

**Undo** **Quit**

## Invitational Travel Orders (ITOs)

Remember that an ITO can be done directly from the **Student Data** function. In other words, after you have entered data for a student attending a specific WCN training sequence, you can click on **ITO** in that function and create the ITO. You do not have to do the ITO from the **Forms** function. But, our explanation will be given here.

Click on **ITO** from the **Forms Menu**.

Either *input* data to identify the specific **WCN** training sequence in the **Student Selection Screen** (Program Year or FMS Case ID, Implementing Agency, and **WCN**) or *select* an entire **IMET PY** or **FMS case**. Click on **OK**.

Double-click on the **WCN** training line for which you wish to publish the **ITO**.

Student Data							
WCN	CC	PY	Caseid	IA	TA	Name	ITO Number
1001	BN	02	B	1			BN02B11001
1002	BN	02	B	1			BN02B11002
1004	BN	02	B	1		VULKE, Hadin	BN02B11004
1014	BN	02	B	1			BN02B11014
1015	BN	02	B	1			BN02B11015
1020	BN	02	B	1			BN02B11020
1023	BN	02	B	1			BN02B11023
1024	BN	02	B	1			BN02B11024
1025	BN	02	B	1			BN02B11025
1026	BN	02	B	1			BN02B11026
1027	BN	02	B	1			BN02B11027
1028	BN	02	B	1			BN02B11028
1032	BN	02	B	1			BN02B11032
Add Del Student Del ITO Move to History Edit Find Track Quit							

Click on **ITO** from the **Student Information** screen that appears. Don't forget to update any last minute information received on the student.

The actual **ITO** form appears with *all* data entered automatically from *all* databases.

**Note:** Many TMS users have experienced difficulty in doing **Invitational Travel Orders** because the **Location Code** entered by SATFA, NETSAFA, and AFSAT in the **STL data** *is not* contained in the **Location Table database**. To do an ITO, TMS *must* be able to find the Location Code in the Location Table database in order to print out the name and address of the training location in the ITO. If necessary, go back and edit the Location Table and *add* any location codes that show up in the STL data but are not contained in the Location Table. See Page 1-16 of this Handbook.

View/Edit ITO		
INVITATIONAL TRAVEL ORDER (ITO) FOR INTERNATIONAL MILITARY STUDENT (IMS)		
CC/WCN: BN / 1004		
1. ITO NUMBER	2. COUNTRY	3. DATE
BN02B11004	Bandaria	
The U.S. Government hereby issues this ITO for the IMS herein named to attend the course(s) of instruction herein listed, subject to the terms and conditions contained herein, and as may be amended by competent authority. This ITO is the only document that will be used and is valid only for IMS entering U.S. training under the Foreign Assistance Act of 1961, as amended, or the Arms Export Control Act.		
Definitions of acronyms and abbreviations contained in this form, and instructions for completing this form are provided in the Joint Security Assistance Training Regulation, JSATR (SECNAVINST 4950.4A/AR 12-15/AFR 50-29).		
4. Issuing Security Assistance Organization (SAO)		
a. NAME OF ORGANIZATION	b. MAILING ADDRESS	
Office of Defense Cooperation (ODC)	Unit 4095-PSC 80	
Bandaria	APO AE 09765-1005	
5. FUNDING (X and complete one statement)		
<input checked="" type="checkbox"/> a. IMET FISCAL YEAR	<input type="checkbox"/> b. FMS CASE IDENTIFIER	<input type="checkbox"/> c. OTHER (INM, etc.) (Specify)
02		
6. IMS INFORMATION		
a. NAME (Surname (ALL CAPS), First, Middle)	b. SEX (X one)	
VULKE, Hadin	<input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
c. Country Service Rast	d. U.S. EQUIVALENT RANK/PAY GRADE	e. COUNTRY SERVICE
		f. COUNTRY SERVICE NO.
Page 1	Page 2	Page 3
Page 4	Page 5	View ITO
Print ITO	Amend ITO	Save/Exit
Abort/Exit		

All ITO entries can be *over ridden* and *changed*. Make sure all entries on the ITO are correct in accordance with the JSAT, Chapter 10.

Click on **Page 1** through **Page 4** to view those pages, **Page 5** provides a continuation sheet

Use the **Scroll Bars** as needed to view each page completely.

Click on **View ITO** to see the final **letter format ITO** that TMS generates.

Click on **Print ITO** if printing is desired.

**Note:** Printing an ITO is the creation of an official financial document. Printing the ITO causes it to be *locked* in TMS. You cannot go back into the ITO and make changes. You will have to *amend* the ITO to make any subsequent **changes**.

Click on **Amend ITO** to amend an ITO that was previously created.

Click on **Save/Exit** to save the ITO.

Click on **Abort/Exit** to exit without saving the ITO.

## Printing an ITO

Click on **ITO** from **Forms Menu**.

Double-click on desired training line from **Student Data** screen.

Click on **ITO** from **Student Information** screen.

Do a **final edit** of the ITO on all four pages (all entries can be *overwritten*).

Click on **Print ITO** from the **View/Edit ITO** screen.

Click on **Yes** if you are sure you are ready to publish the ITO. Any subsequent changes to the ITO will require an ITO Amendment.

Click on the **Print toolbar button** in upper left corner.

Click on **File** and **Close** to exit print function.

Click on **Quit** to exit.

**Note:** See *sample ITO* in *Appendix B*.

### **Sending an ITO as an E-mail Attachment**

*Proceed* as in the previous section to the point of *printing* an ITO.

After *selecting* **Print ITO** from the **View/Edit ITO** screen, *click* on the **Send toolbar button** in the upper left corner of your screen (third of three buttons).

Then *click* on **Rich Text Format** in the **Send** screen that appears and *click* on **OK**.

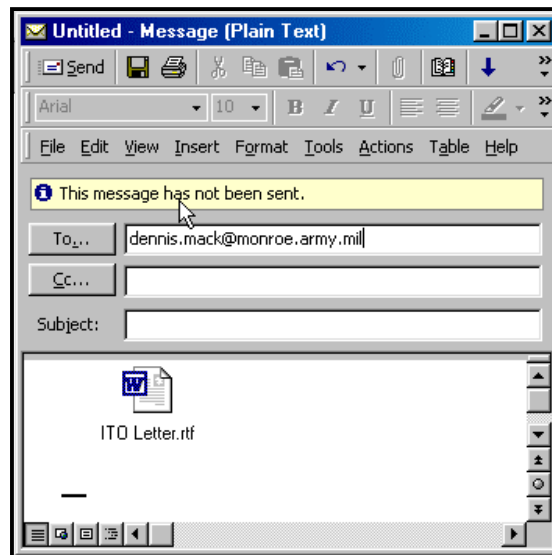
**Click** on **OK** again, if asked to **Choose Profile**.

**Note:** This will vary, depending on your default E-mail package (Netscape Mail, MS Exchange, etc.).

An **E-mail message** will be initiated for you using your established E-mail program, with the **ITO** (or any other TMS generated form/report) already inserted as an **attachment**.

Obviously, you will then want to address the message to your **Mildep desk officer, IMSO** at training activity, and **other** required E-mail recipients.

Ask your **Mildep desk officer** to help you in identifying the E-mail addresses of required ITO recipients.



### **Sending an ITO as an E-mail Attachment (Alternate Method)**

*Proceed* as above to the point of *printing* an ITO.

After *selecting* **Print ITO** from the **View/Edit ITO** screen, *click* on **File** and **Output To** instead of **File** and **Print**.

*Click* on **Rich Text Format (RTF)** and **OK**.

*Select (double-click)* the **C:\** drive and the **directory** you want to save the file to in the **Directories** block. Then *give* the file a **name**.

*Click* on **OK**.

The **ITO** will then be saved in the designated directory with the **.rtf** file name you gave it.

*Use* your E-mail program and *address* **Email messages** to the desired ITO recipients. *Click* on the **Email Attachment** button (normally a button with a *paper clip* as an icon). **Attach** the **.rtf** file to your **Email message** and send it.

### **Printing Multiple ITOs**

This function will allow you to print any ITOs that you have previously prepared.

After you have *completed* all your entries in an **ITO**, simply *click* on **Save/Exit** instead of going ahead and printing at that moment. Do this for as many as you want to print (for instance) while you are at lunch.

*Click* on **Forms** from the TMS **main menu**.

Click on **Print Multi-ITOs** from the **Forms** menu.

Click on the box under the column **Print ITO** for the ITOs that you want to print. Or, you can *click* on the **All** button.

Then *click* on **Print**.

Click on **Quit** after the printing is complete.

WCN	CC PY	CASEID	IA	TA Name	ITO Number	ITO Date	Print ITO
1021	BN 02	P	1	AHMED, Beslima	BN02P11021	27-Feb-02	<input checked="" type="checkbox"/>
6907	BN 02	D	1	HAMID, Aslama	BN02D16907	27-Feb-02	<input checked="" type="checkbox"/>
2017	BN 02	D	1	GANANI, Talid	BN02D12017	27-Feb-02	<input checked="" type="checkbox"/>
6304	BN 02	B	1	HASAN, Mohamed	BN02B16304	27-Feb-02	<input checked="" type="checkbox"/>
1409	BN 02	B	1	ALI, Sulman	BN02B11409	27-Feb-02	<input checked="" type="checkbox"/>
1004	BN 02	B	1	VULKE, Hadin	BN02B11004	27-Feb-02	<input checked="" type="checkbox"/>

### Printing a Blank ITO

Click on **Forms** from the TMS main menu.

Click on **Print Blank ITO** on the **Forms Menu** screen.

### International Military Student Information (IMSI) Form

This function provides an automated format for completion of the **International Military Student Information (IMSI)** form. The IMSI form is currently required for IMS of officer grade and the U.S. Army Sergeant Majors Academy. Submission of the form for other enlisted IMS is optional.

Click on **Forms** from the TMS main menu.

Click on **IMSI** from the **Forms** menu.

Either *input* data to identify the specific **WCN** training sequence in the **Student Selection Screen** (Program Year or FMS **Case ID**, Implementing Agency, and **WCN**) or select an entire **IMET PY** or **FMS case**.

Click on **OK**.

*Double-click* on the **WCN** training line for which you wish to publish the **ITO**.

Click on **IMSI** from the **Student Information** screen that appears.

Then, in the **International Military Student Information (IMSI)** screen that appears, *complete* the required **biographical data** entries. Use the **scroll bar** to move to the rest of the form.

Click on **Undo** to clear any entries you have made.

Click on **Delete** to delete any IMSI form (data) you have previously created.

Click on **Save/Quit** to save all entries for the specific WCN training line (student).

Click on **Print** to print the form.

**IMSI : Form**

**INTERNATIONAL MILITARY STUDENT INFORMATION**

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington Va 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0064), Washington DC 20503.

1. NAME OF NATIVE COUNTRY: Bandaria 2. DATE PREPARED: 12-Feb-02 3. ARRIVAL DATE U.S.: 08-May-02

4. NAME OF STUDENT

a. FULL NAME (In Roman letters in order normally used, with surname in capital letters; provide accent for last name, or phonetic pronunciation, as appropriate)

VULKE, Hadin

b. NAME(S) BY WHICH INDIVIDUAL PREFERS TO BE ADDRESSED

(1) OFFICIAL CORRESPONDANCE (2) ORALLY AT OFFICIAL GATHERINGS

c. FULL NAME IN NATIVE ALPHABET (including Standard Telegraphic Code or other transcription code) d. VARIANTS, ALIASES OR NICKNAMES

Undo Delete Print Save/Quit

The IMSI form can be sent as an **E-mail attachment** just as you can for an ITO. Use the same procedures as given to send the ITO as an attachment.

### IMET Program Waiver Request

This function allows you to create an **IMET waiver request** when required in accordance with the **SAMM, Para 100105**.

Click on **Forms** from the TMS main menu.

Click on **IMET Waiver Request** from the **Forms** menu.

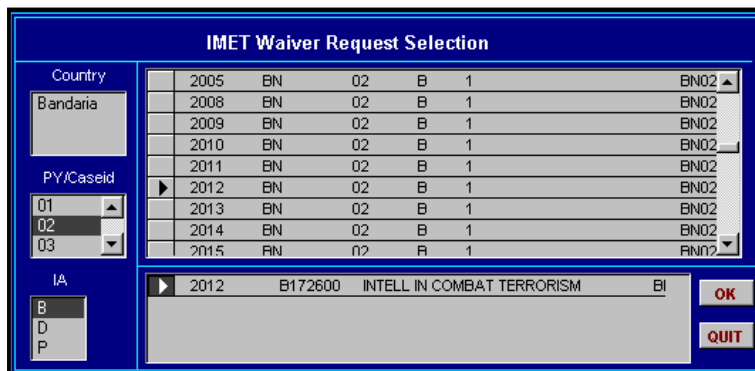
Click on the desired country **IMET** (or possibly **FMS**) **program** using selection menu on left of screen.

Click on the desired **Implementing Agency**.

Double-click on the desired **training sequence**.

Click on the **desired line** for which you need to request a **Waiver**.

Click on **OK**.



The screenshot shows the 'IMET Waiver Request Selection' window. On the left, there are selection menus for 'Country' (Bandaria), 'PY/CaseId' (01, 02, 03), and 'IA' (B, D, P). The main area is a table with columns for Year, BN, 02, B, 1, and BN02. The table lists years from 2005 to 2015. The year 2012 is selected, and the details for that year are shown in a larger box below the table: 2012, B172600, INTELL IN COMBAT TERRORISM, BI. At the bottom right are 'OK' and 'QUIT' buttons.

Year	BN	02	B	1	BN02
2005	BN	02	B	1	BN02
2008	BN	02	B	1	BN02
2009	BN	02	B	1	BN02
2010	BN	02	B	1	BN02
2011	BN	02	B	1	BN02
2012	BN	02	B	1	BN02
2013	BN	02	B	1	BN02
2014	BN	02	B	1	BN02
2015	BN	02	B	1	BN02

2012 B172600 INTELL IN COMBAT TERRORISM BI

In the following screens *type* in all **information** pertinent to the specific IMET waiver request in accordance with the SAMM reference. Use the **scroll bar** to access the remainder of the form.

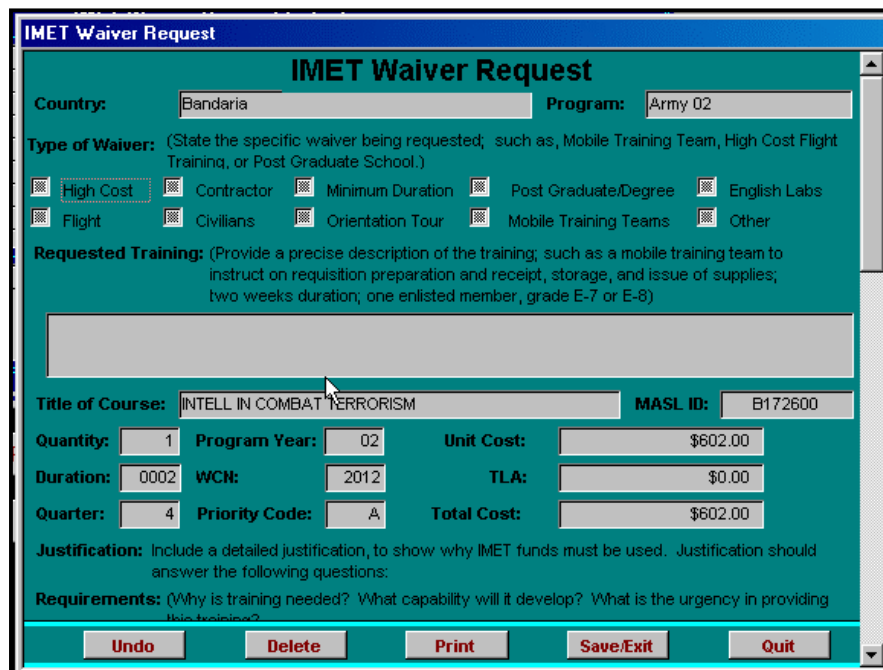
Click on **Undo** to delete any entries made in current session.

Click on **Delete** to delete a previously generated waiver request.

Click on **Print** to print the waiver request.

Click on **Save/Exit** to save any work accomplished and return to the **Forms** menu.

Click on **Quit** to exit without saving.



The screenshot shows the 'IMET Waiver Request' form. It has a title bar 'IMET Waiver Request'. The form contains several fields: 'Country' (Bandaria), 'Program' (Army 02), 'Type of Waiver' (High Cost, Contractor, Minimum Duration, Post Graduate/Degree, English Labs, Flight, Civilians, Orientation Tour, Mobile Training Teams, Other), 'Requested Training' (Provide a precise description of the training; such as a mobile training team to instruct on requisition preparation and receipt, storage, and issue of supplies; two weeks duration; one enlisted member, grade E-7 or E-8), 'Title of Course' (INTELL IN COMBAT TERRORISM), 'MASL ID' (B172600), 'Quantity' (1), 'Program Year' (02), 'Unit Cost' (\$602.00), 'Duration' (0002), 'WCN' (2012), 'TLA' (\$0.00), 'Quarter' (4), 'Priority Code' (A), 'Total Cost' (\$602.00). At the bottom are buttons for 'Undo', 'Delete', 'Print', 'Save/Exit', and 'Quit'.

**Country:** Bandaria **Program:** Army 02

**Type of Waiver:** (State the specific waiver being requested; such as, Mobile Training Team, High Cost Flight Training, or Post Graduate School.)

☒ High Cost ☐ Contractor ☐ Minimum Duration ☐ Post Graduate/Degree ☐ English Labs  
☐ Flight ☐ Civilians ☐ Orientation Tour ☐ Mobile Training Teams ☐ Other

**Requested Training:** (Provide a precise description of the training; such as a mobile training team to instruct on requisition preparation and receipt, storage, and issue of supplies; two weeks duration; one enlisted member, grade E-7 or E-8)

**Title of Course:** INTELL IN COMBAT TERRORISM **MASL ID:** B172600

**Quantity:** 1 **Program Year:** 02 **Unit Cost:** \$602.00  
**Duration:** 0002 **WCN:** 2012 **TLA:** \$0.00  
**Quarter:** 4 **Priority Code:** A **Total Cost:** \$602.00

**Justification:** Include a detailed justification, to show why IMET funds must be used. Justification should answer the following questions:  
**Requirements:** (Why is training needed? What capability will it develop? What is the urgency in providing this training?)

**Undo Delete Print Save/Exit Quit**



## Two Year Training Plan For Annual TPMR Submission

Click on **Forms** from the TMS **main menu**.

Click on **Two Year Training Plan** from the **Forms** menu.

Click on **Add** to create a two year training plan. You can also **Copy**, **Delete** and **Edit** a previously prepared Two Year Training Plan.

Type in your **Country Code**, **Program Year**, and give the Two Year Training Plan a **name**.

Click on **OK**.



Type in all pertinent **information** on both **Page 1** and **Page 2** of the Two Year Training Plan.

**Note:** For specific informational content of the Two Year Training Plan, you must refer to the annual Training Program Management Review messages and other guidance put out by your Unified Command training manager.

Click on **Undo** to delete any entries you have made to the current record.

Click on **Page 2** to go to page 2 (click on **Page 1** to return).

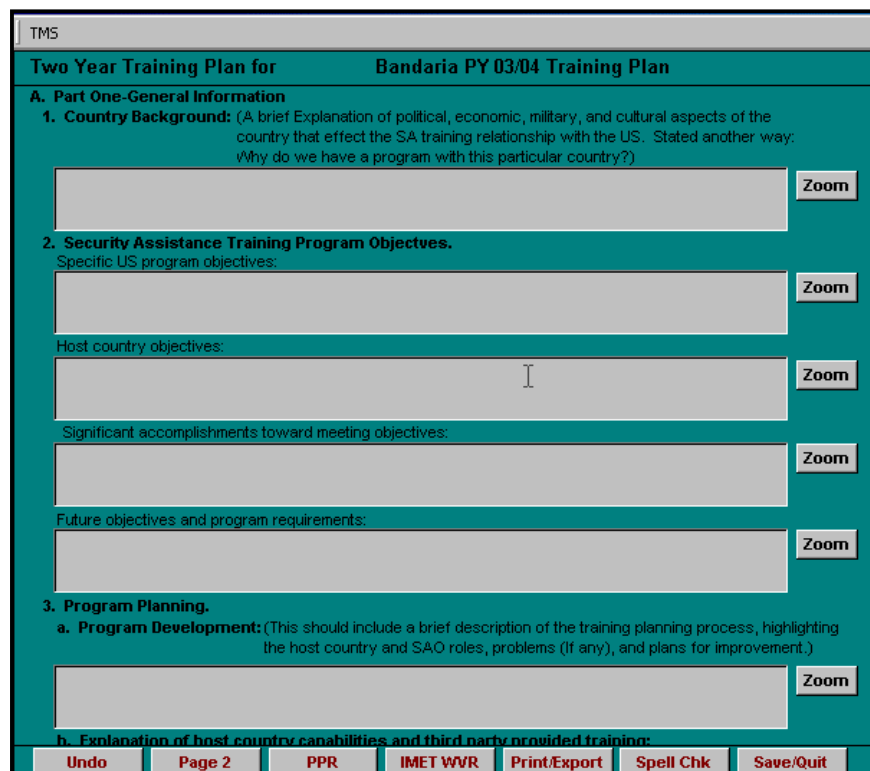
Click on **PPR** to enter **Positions of Prominence** data into TMS. A pop-up is displayed that allows you to: **Add Student** (add a new PPR record), **Add Course** (add an additional course attended to a previously established PPR record), **Undo** (undo any changes made), **Delete** (delete a PPR record), **Quit** (quit the PPR function).

Click on **IMET WVR** to go directly to an IMET waiver request.

Click on **Print/Export** to print the training plan or export the training plan and save as a separate file.

Click on **Spell Chk** to do a spell check.

Click on **Save/Quit** to save and quit.



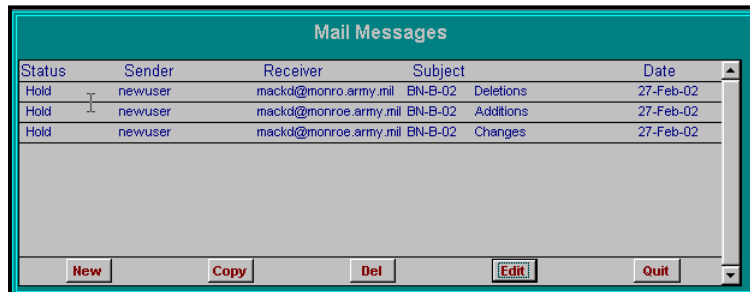
## H. MAIL

This function is used to **create, address, store, and send** messages dealing with your training program. Normally, this function is used to keep track of messages dealing with **additions, deletions, and changes** to your country training program. It is not used to keep track of messages you have sent with E-mail attachments such as the ITO, etc. Whenever you make a **change** (addition, change, deletion) to your training program using the **View/Edit STL** function, and you select **Send** after saving the change, a **change message** is automatically generated reflecting the requested change. When you click on the **Mail** function, you will see those change messages and can work with them.

Click on **Mail** from the TMS Main Menu.

Click on:

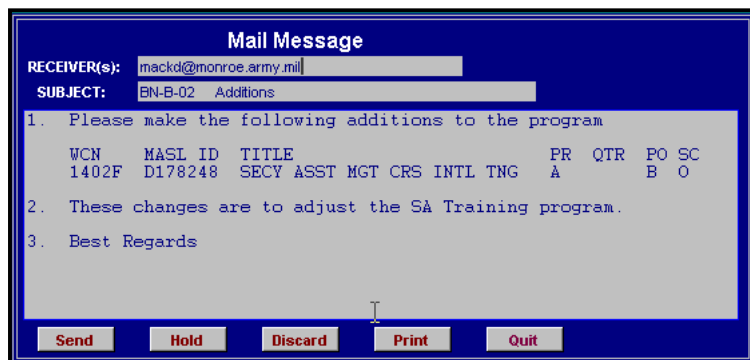
**New** to do a new message,  
**Copy** to copy a message,  
**Del** to delete a message,  
**Edit** to edit a message,  
**Quit** to quit.



Click on a **message** and then click **Edit**.

You can *address* the **message** if needed and *make any changes* to the message body, as desired.

You can then **Send, Hold, Discard** or **Print** the message.



## I. REPORTS

This function provides a series of **Detailed, Summary, and Calendar Reports** on both an *individual* or *multi-country* basis that have been designed to assist in the management of IMET and FMS training programs. There is also a **Custom Report** function for the **STL** (country program) data. The established (canned) reports should meet the needs of most users. Should a user desire to prepare his/her own *unique* reports, this can be done using the Custom Report function.

**Note:** The DISAM SAM-TA course is conducted annually at DISAM to teach experienced TMS users advanced TMS usage and the use of Microsoft Access. Obviously, using MS Access will result in any manner of custom report. Contact your Unified Command training management office for details on the SAM-TA course or contact DISAM. See [http://disam.osd.mil/dr/catalog\\_2002/sam-ta.pdf](http://disam.osd.mil/dr/catalog_2002/sam-ta.pdf) for a complete course description.

Click on **Reports** from the TMS Main Menu.

Click on **Single Country Reports** or **Multi-Country Reports** as desired. The *Multi-Country Reports* are primarily intended for the use of training managers at the Unified Command or other command levels who have responsibility for *multiple* country programs.



**Custom Reports** will be described after the following “hard coded” reports.

**Note:** A representative selection of available reports and how to initiate them follows. Not all reports will be discussed. Examples of the reports are provided in Appendix B. TMS users should run all reports applicable to that user’s training program and examine them.

### Single Country Reports

Single Country Reports			
Detail		Summary	Calendar
Country STL	STL OPI Requirements	MILDEP Ceilings	Cancellation Report
Country STL (Remarks)	MASL Detail Report	PO Allocations	First Report Date
E-IMET STL	Student Management	IMET Training (AN)	Report Date (PO)
STL by PO	Student Count	IMET Students (AN)	ECL Test Schedule
STL Filtered by Dates	History	IMET Students (MILDEP)	ECL Test By PO
STL by MILDEP/Priority	STL/Student Report	E-IMET Students	ECL Tracking
STL by Priority/MILDEP	STL 100% Penalty	E-IMET Summary (AN)	Training Track End Date
Invitational PME STL	IMET Funding Report	FMS Case Summary	
		Non SA Case Summary	
		IMET Review	

Multi-Country Reports   Custom Reports   Quit

### Detail Single Country Reports

Report Name	Contents
Country STL	Standard STL data report. (WCN, Course Title, Cost, Course Dates, and other important training line data).
<b>Note:</b> Report on <b>IMET</b> data shows <i>IMET data fields</i> and report on <b>FMS</b> data shows <i>FMS data fields</i> .	
Country STL (Remarks)	Standard STL with Mildep <i>information</i> remarks that apply to requested training.
E-IMET STL	Standard STL data, for Expanded IMET training only.
STL by PO	Standard STL data, by the country’s service.
STL Filtered by Dates	Standard STL data, for a specific time span.
STL by MILDEP/Priority	Standard STL data, by MILDEP and priority.
STL by Priority/MILDEP	Standard STL by Priority and then MILDEP.
Invitational PME STL	Standard STL data, for PME training only.
STL OPI requirements	Report on training requiring Oral Proficiency Interview.
MASL Detail Report	Standard MASL data report. (MASL ID, Course Title, Location, Duration, Course Cost, etc.)
Student Management	SAO student departure date, ECL test date, and other information pertinent to the scheduled training.
Student Count	Number of training lines, students, and value for given time period.
History	Standard report from history data file.
STL/Student Report	Report with student detail data.
STL 100% Penalty	Report on possible 100% penalties.
IMET Funding Report	Report on status of IMET funding of program.

### Summary Single Country Reports

MILDEP Ceilings	Summary report on value of training by Mildep.
PO Allocations	Summary report on value of training by Country service.
IMET Training (AN)	Summary report on value of training by Analysis category.
IMET Students (AN)	Summary report on no. of students by Analysis category.
IMET Students (Mildep)	Summary report on no. of students by Mildep.
E-IMET Students	Summary report on no. of students for Expanded IMET.
E-IMET Summary (AN)	Summary rpt on value of E-IMET tng by Analysis category
FMS Case Summary	Summary report on value of FMS funded training.
Non SA Case Summary	Summary report on value of non S.A. funded training.
IMET Review	Summary review of IMET program.

### Calendar Single Country Reports

Cancellation Report	Student scheduling/mgt report for cancellation dates.
First Report Date	Student scheduling/mgt report by departure date.
Report Date (PO)	Student sched/mgt report dates by Country service.
ECL Test Schedule	Student scheduling/mgt report for ECL test dates.
ECL Test By PO	Student sched/mgt ECL test dates by Country svc.
ECL Tracking	Student mgt report with ECL test results.
Training Track End Date	Student schedule by end date of training/return to country.

### Multi-Country Reports

**Multi-Country Reports**

Detail	Country Summary	Summary
Country STL	MILDEP Ceilings	IMET Trng Summary (CC)
Country STL (Remarks)	PO Allocations	IMET Trng Summary (AN)
E-IMET STL	IMET Training (AN)	IMET Student Summary (CC)
STL by PO	IMET Students (AN)	IMET Student Summary (AN)
STL by MILDEP/Priority	IMET Students (MILDEP)	E-IMET Student Summary (CC)
STL by Priority/MILDEP	E-IMET Students	E-IMET (AN)
Invitational PME STL	E-IMET Summary (AN)	

Single Country Reports   Custom Reports   Quit

### Detail Multi-Country Reports

Report Name	Contents
Country STL	Standard STL data report for multiple countries.
Country STL (Remarks)	Remarks that go with standard STL multi-country report.
E-IMET STL	Std multi-country STL data report for E-IMET.
STL by PO	Std multi-country STL data report by Priority code.

STL by MILDEP/Priority	Std multi-country STL by MILDEP and Priority.
STL by Priority/MILDEP	Std multi-country STL by Priority, then MILDEP
Invitational PME STL	Std multi-country STL data report for invit'l PME tng.

### **Country Summary Multi-Country Reports**

MILDEP Ceilings	Multi-country summary rpt on value of training by Mildep.
PO Allocations	Multi-country summary rpt on value of tng by Country service.
IMET Training (AN)	Multi-country summary rpt on value of tng by Anal code.
IMET Students (AN)	Multi-country summary rpt on no. of students by Anal code.
IMET Students (Mildep)	Multi-country summary rpt on no. of students by Mildep.
E-IMET Students	Multi-country summary rpt on no. of E-IMET students.
E-IMET Summary (AN)	Multi-country summary rpt on value of E-IMET training by Analysis code.

### **Summary Multi-Country Reports**

IMET Tng Summ (CC)	Program value summary report by Country.
IMET Tng Summ (AN)	Program value summary report by Analysis code.
IMET Stud Summ (CC)	Program size by no. students by Country.
IMET Stud Summ (AN)	Program size by no. students by Analysis code.
E-IMET Stud Summ (CC)	Program size by no. students for E-IMET tng.
E-IMET (AN)	E-IMET summary by Unified Command or All.

### **Country STL Report**

Click on **Country STL** in the **Single Country Reports** menu.

Enter the desired **STL Report Selection Criteria** (see IMET and FMS STL reports in following sections). Click on **OK**.

### **IMET Country STL Report**

Enter the **STL Report Selection Criteria**.

**Country** Code (BN, etc.)

**PY** (02,03,etc.)

**IA** (B, D, P for Army, Air Force Navy managed training, Blank for all)

**Note:** Normally you will not enter more selection criteria than the previous three.

**TA** (1=IMET)

**Price Year** (Blank)

**Example:** Entering CC=BN, PY=02, and IA=B would call for the Army PY02 Bandarian IMET program. Click on **OK**.

Use **Scroll** bars to view report.

Click once on report for **page view**, again for **full view**.

Click on **Printer** icon to print report.

Click on **Word** icon to save as a MS Word document (.RTF file).

Click on **Envelope** icon to send report as an E-mail message.

BANDARIA STL										
Data Date 15-Nov-01 Report Date 27-Feb-02										
IA	WCN	MASL	TITLE	SC	LOC	DUR	ECL	CRS COST	TLA	TOTAL REPORT
02										
B	0001	B365003	MEDICAL COST-CONUS		BGX	0000		\$9,310	\$0	\$9,310
B	1001@	B177009	ENGLISH LANGUAGE CRSE	O	DLI	0004	80SA	\$1,337	\$0	\$1,337
B	1001A	B171800	ARMY WAR COLLEGE (RES CRS)	O	BCC	0040	80SA	\$17,753	\$0	\$17,753
B	1002@	B177009	ENGLISH LANGUAGE CRSE	O	DLI	0004	80	\$1,337	\$0	\$1,337
B	1002A	B171801	NDU INTERNATIONAL FELLOW	O	BFF	0051	80	\$39,161	\$0	\$39,161
B	1004@	B177009	ENGLISH LANGUAGE CRSE	O	DLI	0004	80SA	\$1,337	\$0	\$1,337
B	1004A	B171766	INTERNATIONAL OFFICER PREP	O	BCT	0003	80SA	\$805	\$0	\$805
B	1004B	B171782	USAC&GSC OFF PREPARATOR	O	BCT	0003	80SA	\$401	\$0	\$401
B	1004C	B171768	COMMAND & GEN STAFF OFF	O	BCT	0041	80SA	\$9,443	\$0	\$9,443
B	1014A	B121165	ADA OFF BASIC	O	BCR	0010	70	\$1,930	\$0	\$1,930
B	1014B	B121171	ADA OFF BSC-FAADS WPNS TCK	O	BCR	0010	70	\$1,939	\$0	\$1,939
B	1015A	B121165	ADA OFF BASIC	O	BCR	0010	70	\$1,930	\$0	\$1,930
B	1015B	B121171	ADA OFF BSC-FAADS WPNS TCK	O	BCR	0010	70	\$1,939	\$0	\$1,939
B	1019	B171630	AVIATION CAPTAINS CAREER	O	BCA	0021	80SA	\$2,854	\$0	\$2,854
B	1020	B171630	AVIATION CAPTAINS CAREER	O	BCA	0021	80SA	\$2,854	\$0	\$2,854
B	1023A	B174014	OAC INTL STUDENT ENGR PREP	O	BC2	0001	75SA	\$237	\$0	\$237
B	1023B	B171670	ENGINEER OFF CPT CAREER	O	BC2	0018	75SA	\$5,341	\$0	\$5,341
B	1024A	B174014	OAC INTL STUDENT ENGR PREP	O	BC2	0001	75SA	\$237	\$0	\$237
B	1024B	B171670	ENGINEER OFF CPT CAREER	O	BC2	0018	75SA	\$5,341	\$0	\$5,341
B	1025A	B174014	OAC INTL STUDENT ENGR PREP	O	BC2	0001	75SA	\$237	\$0	\$237

**Note:** It is better to send reports as an E-mail attachment than to try to turn them into the E-mail message itself

### FMS Country STL Report

Click on **Country STL**.

Enter **selection criteria**.

**Country Code** (BN, etc.)

**FMS Case ID** (If > 3 chars, enter all)

**Note:** Normally you will not enter any more selection criteria than this. But, for large **FMS training cases**, be sure to use the **Price Year** field to select only the STL data for a given Fiscal Year. STL data for FMS cases is provided for the *entire* FMS case (whether or not the training has been completed).

**IA** (B, D, P, Blank for all)

**TA** (F=FMS)

**Price Year** (02,03, etc.)

Click on **OK**.

**Example:** Entering CC=BN, FMS Case ID=SMA999, and Price Year=02 would call for all of the training scheduled for FY 02 in Air Force FMS Case BN-D-SMA, training line 999, on that case. (See *example* in App B)

STL Report Selection Criteria				
Country	PY/Caseid	IA	TA	Price Year
BN	SMA999			02
OK		QUIT		

### Country STL (Remarks)

Click on **Country STL (Remarks)** from **Single Country Reports** menu.

Enter **selection criteria**.

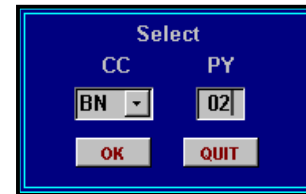
Click on **OK**.

## E-IMET STL Report

Click on **E-IMET STL** from **Single Country Reports** menu.

Enter selection criteria: **PY** (02,03,etc.)

Click on **OK**.



A blue dialog box titled "Select". It contains two columns of input fields. The first column is labeled "CC" and has a dropdown menu showing "BN". The second column is labeled "PY" and has a text box containing "02". At the bottom, there are two buttons: "OK" and "QUIT".

## STL by PO

Click on **STL by PO** from **Single Country Reports** menu.

Enter selection criteria:

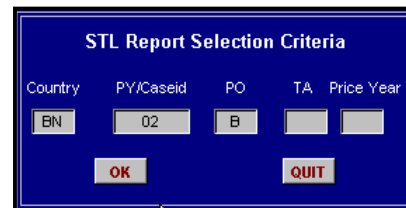
**PY** (02,03,etc.) or **FMS Case ID**

**PO** (Country Svc-B, D, P, etc.)

**Example** uses just **PY** and **PO**.

**TA** (Type Asst Code-1=IMET, F=FMS)

Click on **OK**.



A blue dialog box titled "STL Report Selection Criteria". It has five columns: "Country", "PY/Caseid", "PO", "TA", and "Price Year". The "Country" column has a dropdown menu showing "BN". The "PY/Caseid" column has a text box containing "02". The "PO" column has a dropdown menu showing "B". The "TA" and "Price Year" columns are empty. At the bottom, there are two buttons: "OK" and "QUIT".

## STL Filtered by Dates

Click on **STL Filtered by Dates** from **Reports** menu.

Enter selection criteria in **STL Date Filter Parameters** screen.

**Country Code** (BN=Bandaria)

**PY** (02, 03) or **FMS Case ID**

**Beginning Date** (of desired time period)

**Ending Date** (of desired period)

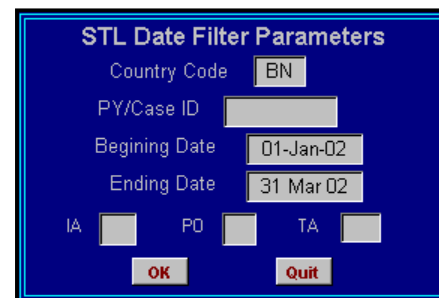
**IA** (B, D, or P, Blank for all)

**PO** (B, D, or P, Blank for all)

**TA** (1=IMET, F=FMS)

**Example** selects only a **time period**—thus the report will show all training starting during that period, IMET and FMS.

Click on **OK**.



A blue dialog box titled "STL Date Filter Parameters". It has several input fields: "Country Code" (BN), "PY/Case ID" (empty), "Beginning Date" (01-Jan-02), "Ending Date" (31 Mar 02), "IA" (empty), "PO" (empty), and "TA" (empty). At the bottom, there are two buttons: "OK" and "Quit".

## MASL Detail Report

Click on **MASL Detail Report** from **Reports** menu.

Enter **Selection Criteria**.

**Example:** **YR** of **02**, **LOC** of **BCY**, and click on **IMET**  
This gives a report of all MASL entries (courses) taught at the US Army Armor School at Ft Knox KY, with **IMET** prices for 02.

Experiment with the **MASL Selection Criteria**, there are many options.

Click on **OK**.



A blue dialog box titled "MASL Report Selection Criteria". It has five columns: "MASL ID", "YR", "Title", "Location", and "Loc". The "MASL ID" column has a dropdown menu showing "\*". The "YR" column has a text box containing "02". The "Title" column has a dropdown menu showing "\*\*". The "Location" column has a dropdown menu showing "\*\*". The "Loc" column has a dropdown menu showing "BCY". Below the columns, there are five checkboxes: "FMS", "NATO", "NRC", "FMS INC", and "IMET". The "IMET" checkbox is checked. At the bottom, there are two buttons: "OK" and "QUIT".

## MILDEP Ceilings Report

Click on **Mildep Ceilings** from **Reports** menu.

Enter **Program Year** desired.

Click on **OK**.

## PO Allocations Report

Click on **PO Allocations** from **Reports** menu.

Enter **Program Year** desired.

Click on **OK**.

### **IMET Training (AN) Report**

*Click on **IMET Training (AN)** from **Reports** menu.  
Enter **Program Year** desired.  
Click on **OK**.*

### **IMET Students (AN) Report**

*Click on **IMET Students (AN)** from **Reports** menu.  
Enter **Program Year** desired.  
Click on **OK**.*

### **IMET Students (MILDEP) Report**

*Click on **IMET Students (MILDEP)** from **Reports** menu.  
Enter **Program Year** desired.  
Click on **OK**.*

### **E-IMET Students Report**

*Click on **E-IMET Students** from **Reports** menu.  
Enter **Program Year** desired.  
Click on **OK**.*

### **E-IMET Summary (AN) Report**

*Click on **E-IMET Summary (AN)** from **Reports** menu.  
Enter **Program Year** desired.  
Click on **OK**.*

### **FMS Case Summary Report**

*Click on **FMS Case Summary** from **Reports** menu.  
Enter **FMS Case ID**.  
Click on **OK**.*

### **Cancellation Report**

*Click on **Cancellation Report** from **Reports** menu.  
Enter **time period** desired.  
Click on **OK**.*

### **First Report Date Report**

*Click on **First Report Date** from **Reports** menu.  
Enter **time period** desired.  
Click on **OK**.*

### **Report Date (PO) Report**

*Click on **Report Date (PO)** from **Reports** menu.  
Enter **time period** desired.  
Click on **OK**.*



### ECL Test Schedule Report

Click on **ECL Test Schedule** from **Reports** menu.

Enter **time period** desired.

Click on **OK**.

### ECL Test by PO Report

Click on **ECL Test by PO** from **Reports** menu.

Enter **time period** desired.

Click on **OK**.

### Custom STL Reports

This function allows you to create a custom STL. When you click on **Custom STL Reports** a pop-up screen is displayed that allows you to create a *new* report or *edit* one previously created. The Custom STL Report function works as follows.

Basically, what this function allows you to do is to specify the specific data *content* that you wish the report to have. For instance, if you wanted to see a report on just *Enlisted* personnel training in your program, you would enter an **E** in the **Student Code** block. You can then choose to **Sort** the report however you wish. When you **Print** the report, it will always contain *all* of the data fields reflected in the following screen. You cannot change the actual report format or layout. However, if you click on the View button, you can choose to print the MS Access data *table*, and there you can limit the table to just the fields you wish to see.

Click on **Reports** from the TMS main menu.

Click on **Custom STL Reports** from the **Reports** menu.

Click on **New** to create a new report.

Click on the **data field** block you wish to specify.

**Example:** A report showing all Enlisted training for the current IMET program.....

**BN** for Bandaria, **02** for the PY 02 IMET program, and an **E** in the **Student Code** block.

**Note:** Refer to **App A, Part III** of this **Handbook** for all **STL Data elements**,

**Custom STL Report Selection Criteria**

Country Code	PY/Caseid	IA	PO	TA	Price Year	LOC	Analysis Code	Priority	Quarter	Funding Status	USMC	USCG	Student Code	Waiver Code	MASL ID
BN	02												E		
ECL	Duration	Report Date Between Date 1 Date 2		Start Date Between Date 1 Date 2		End Date Between Date 1 Date 2		First Report Date Between Date 1 Date 2							
WCN	Course Cost Between Cost 1 Cost 2		TLA Cost Between Cost 1 Cost 2		Total Cost Between Cost 1 Cost 2		Student Name								
<div>Sort Sequence View Data Print Report E-IMET Report Save Report Quit</div>															

Click on the **Sort Sequence** button and simply *click* where a **zero** appears and *enter numerals* specifying the order in which you want the data sorted.

**Example:** Sorts by **Mildep** first and **WCN** second.

Click on **Save/Quit** after sort selection is made.

Click on **Save Report** in the previous **Custom STL Report Selection Criteria** screen, and *type* in a **Custom Report Name**.

Click on **View Data** to view the data in a tabular format.

Click on **Print Report** to print in a report format.

Click on **E-IMET Report** to do a report on just E-IMET training lines.

Click on **Quit**.

The created report will then be listed in the **Custom Reports Menu** screen.

In addition to creating a New report, you can:

Click on **Copy** to copy a report.

Click on **Edit** to edit a report.

Click on **Del** to delete a report.

Click on **Print** to print a report.

Click on **Quit** to exit the function.

### Printing a Modified Data Table in Custom Reports

To print a MS Access **data table** display, do the following:

Select the desired report in the **Custom Reports Menu**.

Click on **Edit**.

Click on **View Data** in the **Custom STL Report Selection Criteria** screen.

On the MS Access **data table** display, you can *hide* the data fields you don't want to see by **clicking** and **dragging** the vertical line to the right of each data field name.

Click on **File** (menu in upper left) and **Print** to print the data table that you have modified. This is not, of course, the finely finished MS Access report you printed earlier.

STL (Custom Report) : Table														
	CC	IA	py	WCN	TA	MASL_ID	TITLE	LOC	DUR	ECL	CL	PREREQ	UNIT_C	T
▶	BN	B	02	2101	1	B175217	PATIENT ADMINISTRATION	BGS	0007	80SA	U	B175205	2164	
	BN	B	02	2102	1	B175217	PATIENT ADMINISTRATION	BGS	0007	80SA	U	B175205	2164	
	BN	B	02	6004A	1	B121182	AIRBORNE	BCG	0003	80	U		449	
	BN	B	02	6004B	1	B126624	SF QUAL (INDIVIDUAL TNG)	BCZ	0010		U		2266	
	BN	B	02	6004C	1	B126634	SF QUAL (SF ENGINEER SGT)	BCZ	0013		U	B126624	3545	
	BN	B	02	6004D	1	B126628	SF QUAL (COLLECTIVE TNG)	BCZ	0009		U	VARIOUS	1967	
	BN	B	02	6071	1	B141778	UH-60 HELO REPAIRER	BCV	0015	70SA	U		3400	
	BN	B	02	6079	1	B141754	AIRCRAFT ELECTRICIAN RPR	BCV	0019	70SA	U		3517	
	BN	B	02	6080	1	B141754	AIRCRAFT ELECTRICIAN RPR	BCV	0019	70SA	U	I	3517	
	BN	B	02	6081	1	B141755	AIRCRAFT STRUCTURAL RPR	BCV	0015	70SA	U		2554	
	BN	B	02	6084	1	B127053	RADIOLOGICAL SAFETY	BCL	0003	70	U		567	
	BN	B	02	6086	1	B194088	TATS MLRS FIRE DIRECT SPEC	BCF	0007	65	S		1256	
	BN	B	02	6200A	1	B152288	AMMUNITION SPECIALIST	BCX	0011	60	C		1335	
	BN	B	02	6200B	1	B152294	AMMO SPECIALIST-BNCOC	BCX	0014	70	U	B152288	1809	
	BN	B	02	6307A	1	B121182	AIRBORNE	BCG	0003	80	U		449	
	BN	B	02	6307B	1	B148370	PARACHUTE RIGGER	BCJ	0010	80	U	B121182	1820	
	BN	B	02	6308A	1	B121182	AIRBORNE	BCG	0003	80	U		449	
	BN	B	02	6308B	1	B148370	PARACHUTE RIGGER	BCJ	0010	80	U	B121182	1820	
	BN	B	02	6321	1	B121148	TATS FA MET CREWMEMBER	BCF	0008	70SA	U		1507	
	BN	B	02	6331	1	B152463	AUTOMATED LOGISTICS SPEC	BCJ	0012	60	U		2170	
	BN	B	02	6500	1	B199728	BET/TOW/NIG SIGHT/TEST RPT	BCX	0018	70	C		13062	
	BN	B	02	6501	1	B199728	BET/TOW/NIG SIGHT/TEST RPT	BCX	0018	70	C		13062	
	BN	B	02	6503	1	B129907	INFANTRYMAN BNCOC	BCG	0006	70	U		921	
	BN	B	02	6504	1	B129907	INFANTRYMAN BNCOC	BCG	0006	70	U		921	
	BN	B	02	6507	1	B129915	INFANTRYMAN ANOC	BCG	0009	70	U	VARIOUS	1203	

When you *close* the data table display, *click* on **Yes** to save the *layout changes* you have made. This *will not* alter the actual **Report** document.

## J. HISTORY

Active student records are *automatically moved* to the **History** data *archive* function, approximately 30 days after the ITO has been executed. The exact time period depends on that specified in the **Country Profile** screen. Student records can be moved manually to the **History** archive by clicking on **Move to History** in the **Student Data** function.

Click on **History** from the TMS **Main Menu**.

Click on **Student Data** from the **History Menu**.

History Menu

Student Data

Copy History

Quit

**Student Data** that has been added to the **History Database** will be listed as seen below.

Click on:

**Add** to add a new record.

**Del** to *delete* a record.

**Edit** to *change* a record.

**Find** to *find* a student record.

**Move to Student** to *move* the record from the **archived History** database to the **active Student** database.

**Track** to *view* the entire WCN training track.

Historical Student Data									
Pos	Prom	WCN	CC	py	Caseid	IA	TA	Name	ITO Number
									ITO Issued
<input type="checkbox"/>	6136	BN	02	B	1				BN02B16096
<input type="checkbox"/>	6575	BN	02	B	1				BN02B16575
<input type="checkbox"/>	6576	BN	02	B	1				BN02B16576
<input checked="" type="checkbox"/>	6701	BN	02	B	1				BN02B16701
<input type="checkbox"/>	1405	BN	02	B	1				BN02B11405
<input type="checkbox"/>	1905	BN	02	D	1				BN02D11905
<input type="checkbox"/>	1900	BN	02	D	1				BN02D11900
<input checked="" type="checkbox"/>	1901	BN	02	D	1				BN02D11901
<input type="checkbox"/>	1903	BN	02	D	1				BN02D11903
<input type="checkbox"/>	1904	BN	02	D	1				BN02D11904
<input type="checkbox"/>	1902	BN	02	D	1				BN02D11902
<input type="checkbox"/>	2001	BN	02	D	1				BN02D12001
<input type="button" value="Add"/> <input type="button" value="Del"/> <input type="button" value="Edit"/> <input type="button" value="Find"/> <input type="button" value="Move to Student"/> <input type="button" value="Track"/> <input type="button" value="Quit"/>									

## Positions of Prominence

Click on the *block* under **Pos Prom** on the **Historical Student Data** screen to *add* the student to the **Positions of Prominence Report** in your **Two Year Training Plan**.

*Double-click* on the record to **Edit** the information (or click on record and then *click* on **Edit**).

Click on **Print** to print and **Undo** to remove all entries.

Click on **Save/Quit** to exit.

Historical Student Information

CC BN Py/Caseid 02 IA B TA 1 WCN 1004 Name VULKE, Hadin ☒ Male ☐ Female

Date of Birth 10-Jan-58 Place of Birth Harare Bandaria Service B Service No OF100096 Grade COL US Grade COL

Passport Number 382956 Med Screen ☒ Date 01 Mar 2002 Sec Cert ☒ Date 06 Mar 2002

Unit 2nd Brigade, 35th Infantry Div

ECL Information 36B Test Number 24-Jan-02 Score 78 Required 80SA

Clearance/Req S S Flight Crew S Current Position Brigade Commander Instructor N/A ITO Date 27-Feb-02

PPR ☒ Prominent Position Asst Minister of Defer Academic Degree Masters of Science in Engin How Attained Appointed

Remarks COL Vulke was appointed on 23 Dec 02, upon his return to Bandaria from the US Army Command and Gen Staff College as the Asst Minister of Defense.

Track Accompanied Dependents Flight Info Print Undo Save/Quit

### Moving a Record from History File to Active Student Database

Sometimes, if an **ITO** is done very far in advance of the student's departure, the **active Student** record will be moved automatically to **History**. If this happens, and you need to *amend* the ITO to make a change, simply go into the History function and move the record back to the active Student database. This must be done before the ITO can be accessed.

Click on **History** on the TMS **main menu**.

Click on **Student Data** on the **History Menu**.

Click on the **record** to be returned and click on **Move to Student**.

### Copying History Data

This function allows the user to copy information on a student who went to training in the past, back into the active student database. An example of this would be for a student in history who went to school 3 or 4 years ago. Now he is going back for another course. This function allows you to "recapture" the information on the student again.

Click on **Copy History** on the **History Menu**.

Click on **Copy Selected History to Student** to *copy* a **History** record to the **active Student** data table.

Click on **Undo** to undo and **Find History** or **Find Student** to find a record in those data tables.

WCN	CC	PY	CaseId	IA	TA	Name	ITO Number	ITO Issued
6096	BN	02	B	1			BN02B16096	
6575	BN	02	B	1			BN02B16575	
6576	BN	02	B	1			BN02B16576	
6701	BN	02	B	1			BN02B16701	
1405	BN	02	B	1			BN02B11405	

WCN	CC	PY	CaseId	IA	TA	Name	ITO Number	ITO Issued
1012	BN	00	D	1		YILDRIM,MURAT,	BN00D11012	
1021	BN	00	D	1		KAVUNCU,SALIM,CUNE	BN00D11021	
1070	BN	00	D	1		OZLU,MEHMET,	BN00D11070	
2001	BN	00	D	1		PENDING,,	BN00D12001	
2002	BN	00	D	1		SEN,OSMAN,	BN00D12002	

Copy 6096 to 1012 YILDRIM,MURAT.

Copy Selected History to Student Undo Find History Find Student Save/Quit

### K. TOOLS

This *utility* function provides a means to *change* the **upload/download paths**, **backup/restore** TMS databases, and **format** disks.

Click on the **Tools** function in the TMS **Main Menu**.

Tools Menu

Download Path

Upload Path

Backup

Restore

Network Path

Network Install

Format Diskette

TPMR

Quit

### **Changing Download and Upload File Path**

Click on **Download** or **Upload Path** in the **Tools Menu**.

Type in the correct **file path** for the **C:\** drive that will point to the directory that contains the download or upload files for the SAN (Security Assistance Network).

**Note:** The file path for the SAN Web download is **C:\TMS\DOWNLOAD**. (Substitute **UPLOAD** for **DOWNLOAD**).

### **Backup/Restore**

Click on the **Backup** function in the **Tools Menu**.

Insert a formatted high density **disk**, type in the correct disk drive (**A:\** normally), and *click* on **OK**.

Click on the **Restore** function in the **Tools Menu**.

Insert a previously prepared TMS **Backup disk**, type in the correct disk drive (**A:\** or **B:\**), and *click* on **OK**.

### **Network Installation**

To install TMS on a **network**, do the following:

- a. *Install* TMS on the **network drive**.
- b. *Install* TMS on each **work station PC**.
- c. At the **work station PC**, *open* TMS and *ensure* that the **Network Path** is set to the proper location (i.e. **G:\TMS4\**).
- d. Once you have *verified* that the path is correct, *click* on the **Network Install** button.

**Note:** Make sure you *do* this at *each work station PC*. If you don't, that PC will still be working off the data on its **C:\** drive.

### **Network Path**

Click on **Network Path** in the **Tools Menu**.

Type in the correct **file path** for the *network* (i.e. **G:\TMS**).

### **Network Install**

After verifying that the **Network Path** is correct, *click* on the **Network Install** button in the **Tools Menu** at each work station PC. This will effect the network installation.

### **Formatting a Disk**

Click on the **Format Diskette** function in the **Tools Menu**.

Insert a disk and select the **A:\** (or **B:\**) drive.

### **TPMR Use**

Click on **TPMR** on the **Tools Menu** to set TMS up for use during a TPMR. SAO specific functions are turned off.

This is a toggle function, simply *click* again to turn the **SAO functions** back on.

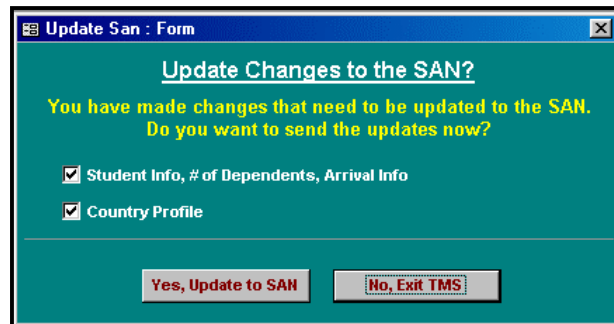
## L. SEND TO SAN

When you have made changes to your **STL** data (Additions, Changes, or Deletions to the training program) or you have generated an **Invitational Travel Order**, an **International Military Student Information** sheet, or an **Arrival Message** on a departing student, TMS will ask you (when you try to exit) if you need to **Update Changes to the SAN**.

When you *click* on **Exit TMS**, the following appears.

*Click* on **Yes, Update to SAN** in order to *upload* the **data changes** to the **SAN**.

*Click* on **No, Exit TMS** if you do not wish to do the upload at this time. TMS will keep track of the fact that you have not uploaded the changed data. You will be asked again, the next time you attempt to exit TMS.

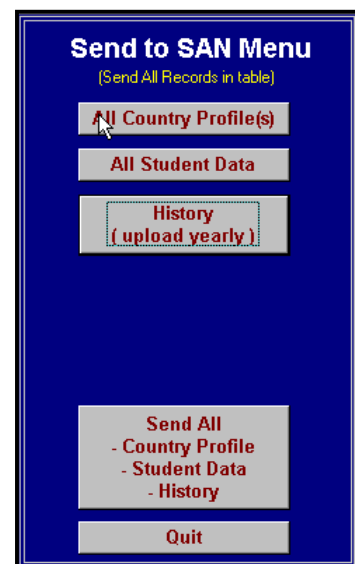


Or, you can *initiate* the **SAN Update** by *clicking* on **Send to SAN** on the **TMS** main menu.

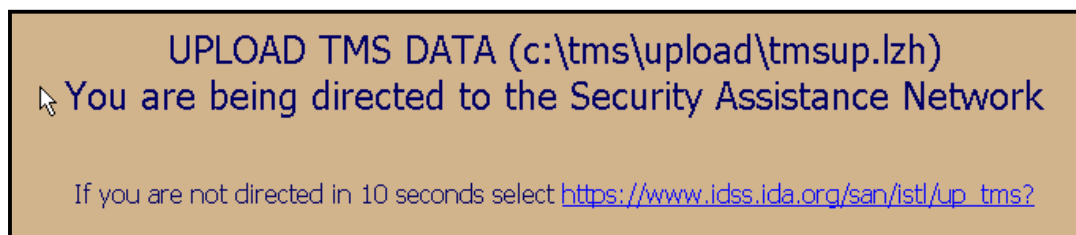
*Click* on **All Country Profile(s)**, or **All Student Data**, or **History (upload yearly)** to accomplish those individual updates.

Or, *click* on **Send All—Country Profile—Student Data—History** to update all of those data tables.

*Click* on **Quit** to exit.



You will then receive the following:



Your browser will *connect* automatically to the **SAN**. If not, *click* on the **SAN hyperlink** provided.

*Click* on **Yes** if queried by the Security Alert screen.

*Log on* to the **SAN**.

After *logging on* to the **SAN**, *click* on the **TMS Upload** button to initiate the upload

### Special Notice

Your password expires on 05/27/2002 which is in 88 days  
Your email address is currently set to : charles.collins@disam.dsca.osd.mil  
Your phone number is currently set to : (937) 255-8094/785-8094  
Your last successful login was on 02/28/2002 at 09:13:43  
You are currently in group 1E - DISAM with administrators  
TSgt Rex Ramey, email: [rex.ramey@disam.dsca.osd.mil](mailto:rex.ramey@disam.dsca.osd.mil), MR. TIMOTHY REARDON, email: [treardon@disam.wpafb.af.mil](mailto:treardon@disam.wpafb.af.mil)

TMS Upload

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22 January 2002 \*\*\*\*\*ATTENTION All IMISO Offices\*\*\*\*\*  
The IMISO Web System is now being implemented by all Military Services. All users should be aware that we are still solving problems on a daily basis and not all functionality of the system is ready yet. When you have been given access to the IMISO Web, you will see the menu item "IMSO Training Data" as the second menu item on the Main Training Menu of the SAN. System development POC is Mr. Ron Elliott (850) 452-2900, X33694. DISAM POC for User Admin is Mr. Charles Collins (937) 255-8094.  
Newly published User Instructions are available at the following web site:  
[http://disam.osd.mil/intl\\_training/Automation/IMSOWeb.htm](http://disam.osd.mil/intl_training/Automation/IMSOWeb.htm)

*Click* on the **Browse** button.

### Select TMS file to upload and process

---

1. Use the Browse... button to find c:\tms\upload\tmsup.lzh

Browse...

2.

Use the **Choose file** screen to *select* the **C:\tms\upload\tmsup.lzh** file to upload to the SAN.

*Click* on **Open** to *select* the **file**.

*Click* on **Upload file now** in the SAN screen above to *initiate* the **Upload**.

### Choose file

Look in: Upload

Tmsup.lzh

Upbackup.bke

File name:

Files of type: All Files (\*.\*)

The following message is *received* if your upload was **successful**.

### TMS Upload Process Status

---

Your upload was successful.

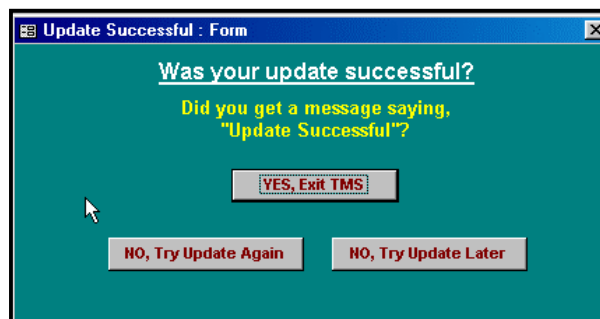
---

[Training Menu](#)   [Standardized Training List](#)



If, after *accomplishing* the **SAN Update**, you receive a message saying “**Update Successful**” click on **YES, Exit TMS**.

Otherwise, *click* on **NO, Try Update Again** or **NO, Try Update Later**.



## M. HELP

The Help function provides an on-line help facility that can be obtained by simply selecting **Help** from the **Main Menu** or by pressing the **F1** key from any menu.

*Click* on **Help** from the TMS **Main Menu**.

Select any **item** printed in **green** by *clicking* on that item.

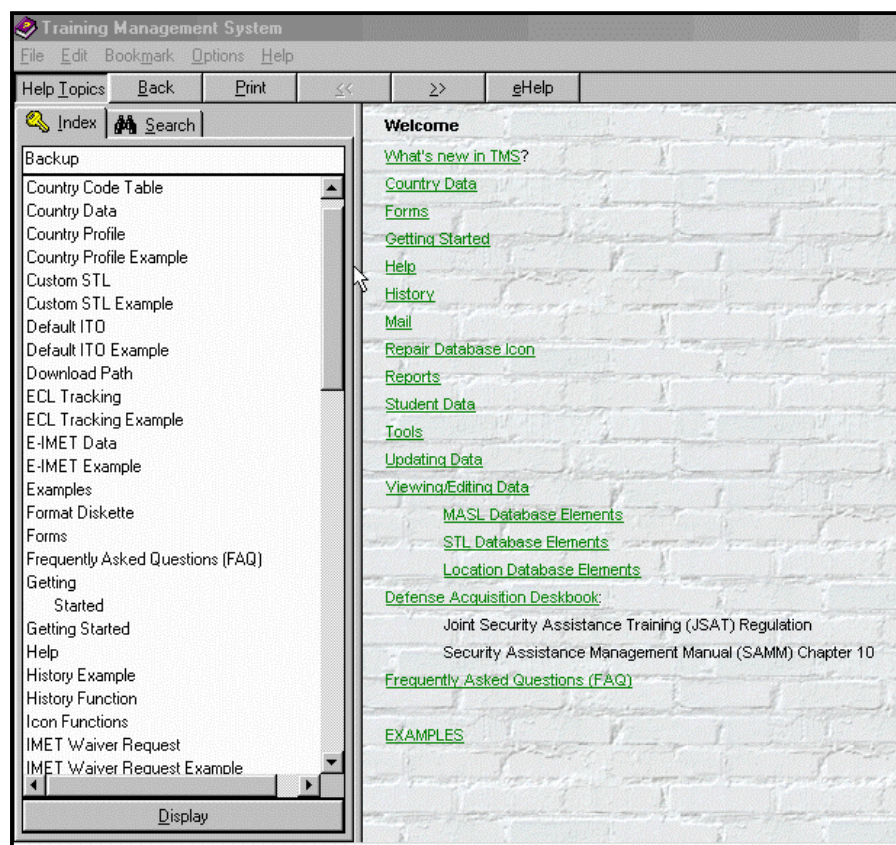
All **TMS Menu** functions can be chosen on the right portion of the **Help** screen (listed in Green). **Subordinate** menu items can also be chosen.

**Scroll** down the alphabetical listing on the left and *click* on the desired item.

Remember to *click* on any item that appears in **green** for further information.

At any time in the **Help** function, *click* on **Search**, and *type* in the **topic** desired.

*Click* on the **forward** and **back arrows** to move forward and back up.



**Remember** that you can access the **TMS Help** function from any **specific** TMS function by simply *pressing* the **F1** key while you are in the TMS function. A **Help** screen will appear for that specific TMS function.



**N. EXITING TMS**

*Click on **Exit TMS** to exit TMS.*

As stated above, if you have *made* **changes** to your data that need to be uploaded to the SAN, you will be so advised. Do *upload* those **changes**.

*Click on **Yes, Update to SAN** and *accomplish* the **upload**.*

Otherwise, *click on **No, Exit TMS**.*

